



School District No. 27 (Cariboo-Chilcotin)

COMMUNITY USE OF SCHOOL FACILITIES

Policy No. 3513

Effective: June 2015

Initial Adoption: February 1984

Preamble

The Board of Education develops school facilities and grounds primarily for student use. It recognizes that use of school facilities by the community may provide additional opportunities and activities for students. Because of these mutual benefits, the Board believes in joint-use or community association-use arrangements with communities. It believes, also, that joint-use, community association-use, or rental arrangements should not put the district in competition with private business and other organizations in providing facilities for commercial and private users. In arranging joint-use, community association-use and community rental agreements the Board recognizes the value of community involvement for students and acknowledges the many community groups who donate money and equipment to schools.

Policy

Under the *School Act*, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs. The efficient operation of such programs is recognized as the primary purpose of all district facilities and grounds.

The Board of Education has a history of encouraging the use of school district facilities and grounds by the Cariboo-Chilcotin community. The Board subscribes to the basic premise that the community's access to public school facilities should not disturb or pre-empt ongoing, established school programs and must be appropriate to the school setting.

Community use of facilities should not draw school district resources from educational programs; therefore, rental rates for facilities will be established on a graduated fee schedule based on the user group's ability to pay, and how closely the organization's use of facilities aligns with the School District's goals and objectives.

The purpose of this policy and regulations, along with administration procedures, is to provide staff with direction when allocating spaces to school, District, community and commercial user groups in School District No 27 facilities.

Regulations

A. Definitions

1. **Facility:** For the purposes of this policy, "Facility" is defined as any School District No. 27 useable indoor or outdoor space(s).

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2. **User(s) of a Facility:** For the purposes of this policy, “User(s) of a Facility” is defined as any individual, organization or business renting a facility.
 3. **School/District Use:** For the purpose of this policy, “School/District Use” refers to use for
 - Activities authorized, organized and supervised by the District, School, District Parent Advisory Council, or Parent Advisory Council and be for the primary benefit of School District students and be at no cost to the students or be a fundraiser with all monies going to a School District or PAC/DPAC bank account for the primary benefit of School District students.
 - Activities authorized, organized and supervised by the District or School and be for the primary benefit of School District employees, parents or the community at large.
 - Meetings of School District employee association’s or union’s membership.
 4. **Neighbourhoods of Learning:** is an initiative of the Ministry of Education that outlines a vision for education in which schools and community organizations partner to create Neighbourhood Learning Centres where people can access educational and community services under one roof. (see Policy 3512 Neighbourhood Learning Centres)
 5. **Childcare Providers:** The Board of Education, as per *School Act section 85.1* promotes licensed childcare providers the use of Board property, ensuring that the usage does not disrupt or otherwise interfere with the provision of educational activities. (see Policy 3515 Childcare Providers)
 6. **Joint Use Agreement:** A formal agreement made between publicly funded organizations (School Districts, Municipalities, Regional Districts, Post Secondary Institutions, etc.) to share facilities.
 7. **Community Association Use Agreement:** A formal reciprocal agreement made between a Community Association and the School District for sharing facility resources.
- B. Governance and Administration**
1. The purpose of this policy and regulations, along with administration procedures, is to provide staff with direction when allocating spaces to school, District, community and commercial user groups in School District No 27 facilities.

2. The Secretary Treasurer's office will process all applications for use. Applications for use must be addressed to the Booking Clerk and, therefore, should not be made at individual facilities.
3. Applications for use will be reviewed in the following order of priority:
 - a. School / District Use
 - b. Joint-Use Agreements and Licensed Childcare Providers
 - c. Community Association Agreements
 - d. Community Youth Not for Profit Groups (Unpaid Instructor)
 - e. Community and Recreational Groups
 - f. Private and Commercial
4. The Board reserves the right to refuse a rental to any organization.
5. Use of a District facility is subject to the issue of a permit by the Secretary Treasurer's office. Permits in good standing are subject to compliance with rules of appropriate use of the facility as established by the Board and Superintendent from time to time. The rules are available on-line (www.sd27.bc.ca) or from the Booking Clerk and form part of the rental agreement.
6. To ensure the efficient operation of School District facilities, facilities made available for community use will be at sole discretion of the Secretary Treasurer.

C. Rental Fees

1. Rental rates for facilities will be established on a graduated fee schedule based on the user group's ability to pay, and how closely the organization's use of facilities aligns with the School District's goals and objectives.
2. Special consideration will be given to users of a facility whose participants are less than 20 people.
3. Rental rates and fees are reviewed by the Board on an annual basis and any changes will be effective for the following school year.
4. The District does not actively compete with commercial and rental premises. When no other suitable facilities are available, the District may rent to private and commercial user groups. Prevailing commercial rental rates will be levied in this instance.

D. Legal and Liability

1. The Board is responsible for the custody, maintenance and safekeeping of all property owned or leased by the Board. The Board must ensure that a principal, vice-principal, or director of instruction is responsible for each school within the District.

2. All users of a facility must provide proof of third party liability insurance that names the District as an additional insured, in the minimum amount of two million dollars (\$2,000,000). The insurance must remain in place for the duration of the rental agreement.
3. Users of a facility must comply with all Municipal Fire Regulations and Bylaws; seating capacity; exit and fire lane clearance; and parking regulation.
4. Smoking, including the use of tobacco and e-cigarettes, is not permitted in or on any School District property.
5. The serving of alcoholic beverages will be considered in accordance with Policy.

E. User Groups

1. The following User Group classifications are listed in order of ability to pay fees established on a graduated fee schedule and how closely the organization's use of facilities aligns with the School District's goals and objectives
 - a. **Youth Not for Profit – Unpaid Instructor:** includes any organization registered as such under the *Societies Act* and where the instructor/leader is not paid and membership is limited to 19 years and under.
 - b. **Youth Not for Profit – Paid Instructor:** includes any organization registered as such under the *Societies Act*, where the instructor/leader receives remuneration not attributed to expenses; and membership is limited to 19 years and under.
 - c. **Adult Not for Profit:** includes any organization registered as such under the *Societies Act* and membership is open to 19 years and over.
 - d. **Private:** includes any group or person whose activities are not open to the general public, not registered under the *Societies Act*, or not operating for private profit, and individual School District employee use or groups led by a School District employee that do not fall under School District Use or other user group defined in these regulations.
 - e. **Commercial:** includes any entrepreneur, commercial agency or groups of agencies whose object is to gain profit.