

COMMUNITY USE OF SCHOOLS

Background

School facilities are to be made available to the public for educational and recreational use when they are not needed for school programs or maintenance.

Procedures

1. School or division-sponsored activities will take priority over community use in all cases.
2. Joint use agreements with municipalities, as approved by the Board, will be followed.
3. School facilities may be available for use during the regular school term. Requests for use outside the regular school term will be at the Principal's or designate's discretion, in consultation with the Director of Facilities. The Principal or their designate may, at their discretion, charge additional fees to the user group for accessing the facility outside the regular school term.
4. Division schools are smoke-free buildings/grounds as outlined in [Administrative Procedure 162 - Smoke-Free Environment](#).
5. The serving or consumption of alcohol on division premises is prohibited as outlined in [Administrative Procedure 163 - Alcohol on Division Premises](#).
6. This procedure applies to rental requests of one year or less. Rental requests of one year or longer should be directed to the Secretary-Treasurer.
7. Approval shall be completed in writing prior to use commencing ([Form 550-1 Application for Use of School Facilities](#)). Said approval must be presented upon request by any School Administrator(s), caretaker or designate.
8. All activities must be completed and users/participants out of the school by 9:30 p.m., unless prior arrangements are made with the Principal or their designate.
9. The user/user group will be responsible for any costs incurred if the security system is triggered by a false alarm. If triggered, a security call-out fee will be levied.
10. The user/user group will be responsible for adhering to any provincial requirements for usage. (ie. AHS guidelines)
11. Notwithstanding any supplemental fees that may be charged, if extra janitorial services are required, the user/user group shall be responsible for making payment for these services

through the school office.

12. Individuals from the user group shall be confined to the areas booked.
13. When users are responsible for opening and/or closing facilities, the responsible adult will ensure all doors are locked, the alarm system is reactivated, and lights are turned off upon departure.
14. Where a user/user group fails to meet the criteria expectations for supervision, cleanup, etc., the Principal shall discuss the matter with the user/user group, and may issue a written warning.
15. In extreme cases, the Principal may ban, without prior notice, a user/user group from using the facilities.
16. Fees:
 - 16.1. Joint Use Agreement fees with municipalities will supersede any fee structure outlined in this Administration Procedure.
 - 16.2. Community use is based on the provision that any and all associated costs or expenses must be offset by the user/user group.
 - 16.3. Proceeds collected for the use of equipment and materials will be credited to the individual school budgets toward the replacement, repair, and maintenance of the equipment and materials.
 - 16.4. Caretaking and/or facilities fees will be applied to the Facilities' budget to cover these additional costs. The caretaking fee is \$30/hour with a minimum of 3 hours.
 - 16.5. All facility rental fees collected from the user/user groups shall be allocated as follows:
 - 16.5.1. 100% to the revenue account of the applicable school's budget.
 - 16.5.2. 100% of additional caretaking revenues to the Facilities Department to defray additional caretaking and security costs.
 - 16.5.3. All damages/loss revenues collected from users or user groups will be allocated to the school/department that incurs the additional expense.
 - 16.6. In addition to the hourly rates listed below, GST may be applicable. Please contact the Director of Business Services to determine if your school is exempt from collecting GST.

	Adult Event	Youth (For Profit)	Youth (Non-Profit)
Gym	\$50/hr	\$50/hr	No Charge
Classroom	\$20/hr	\$20/hr	No Charge
Computer/Video Conference Suite	\$30/hr	\$30/hr	No Charge

Principals may assess a daily maximum but may also negotiate a monthly or yearly use schedule & rate.

- 16.7. Where such use involves an extension of the normal custodian duties, resulting in an additional expense to the Division, the additional expense must be fully reflected in the established fee and will be credited to the Facilities' operating budget.
- 16.8. Payments to employees required to provide service will be in accordance with the [Employment Conditions Handbook](#) and [Administrative Procedure 513 - Expense Reimbursements](#).

17. Equipment

- 17.1. The use of any school equipment is permitted only with the prior approval of the Principal or their designate, who will determine if a fee is to be charged.
- 17.2. School equipment used is to be taken down and returned to the proper storage location.
- 17.3. In the event that school equipment is lost or damaged, the user/user group will be responsible for all costs resulting from repair or replacement.

18. Liability and Insurance

- 18.1. The user/user group shall indemnify the Division, its employees, and caretakers against all losses, claims, suits, expenses, damages, and demands arising from injury, death, or damage to any person or property during the user's occupation or use of Division facilities and/or equipment.
- 18.2. The Principal or their designate shall evaluate the activities of the user (s) or user groups in the facility. Any activities that are red in the Alberta Risk Management Insurance Consortium Chart of Approved and Restricted Activities, found in [AP 260 - Field Trip](#), are not permitted in the facility. Proof of a minimum of \$2,000,000 liability insurance per occurrence must be provided by outside users before accessing the facility. Contact the Secretary-Treasurer if the user group is unable to obtain liability insurance, as the School Division may be able to offer insurance at an additional cost.
- 18.3. All rules of any governing body for any sport will be observed, and all safety precautions and protective equipment recommended by any governing body for any sport will be adhered to.

19. School Security

- 19.1. Security fobs will only be given to long-term user groups.
- 19.2. No occasional users shall be given a security fob.
- 19.3. If the Principal/designate is unable to provide a staff member to open/close the facility for an occasional user, rental/use will not be permitted.

20. The Principal is responsible for:
 - 20.1. Collecting certificates of insurance from user groups to ensure insurance requirements are met.
 - 20.2. Be responsible for booking facilities, administering their use, and collecting fees.
21. The Secretary-Treasurer may establish Joint Use Agreements with other facility owners in the community, subject to approval by the Board.
 - 21.1. Joint Use Agreements take precedence over this Administration Procedure.
22. The Superintendent has final authority on any Community Use Agreements.

Reference: [Education Act](#) Section 33, 51, 52, 53, 68, 187, 197, 222
[Societies Act](#)

Adopted: August 2004

Reviewed/Revised: August 2009, July 2018, September 2019, May 2022, July 2025