



Use of Facilities Conditions Administrative Procedure 4.20A

1. Permission must be obtained for use of the facility, as specified in **4.20B: Use of Facilities Permit**.
2. Community use will only be considered when there are no students in the facilities (during non-instructional hours).
3. The building/facility is to be used only on the date or dates, and hours, and for the purpose specified in the permit.
4. If a program requires the use of more than one room, the **APPLICANT** must provide one adult supervisor for each room in use.
5. The members of any group or organization or spectators while in a school building must be under the immediate supervision and control of a competent and trustworthy adult who will undertake personally to be responsible for observance of the requirements of the **DIVISION**. The name(s) of the supervising adult(s) must be entered on the application for permit.
6. Buildings/facilities shall not be used for private gain except if specifically approved under this permit and user fee has been paid to the school.
7. Non-alcoholic beverages and food may be brought into the building/facility with the permission of the supervisor and may only be served in designated areas.
8. Glass bottles or containers may not be brought into auditorium/gymnasium areas.
9. **SMOKING, VAPING AND ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED ON ALL SCHOOL PROPERTY.** Please refer to admin procedure **1.B.20 Alcohol/Cannabis/Other Drugs** for additional information.
10. The times listed on the permit are the times in which participants can enter the building/facility and must be completely clear of the building.
11. All aisles and exits must be kept clear.
12. Without written permission from the Buildings Supervisor/designate, no structure or apparatus should be placed upon or be erected on school property (permission indicated on this permit).
13. School equipment, such as gymnasium mats and apparatus, may not be used without permission (indicated on this permit). The use of any school equipment may be subject to an appropriate rental fee.

14. Arrangements for equipment or seating shall be made at the time rental permit is issued. Extra fees shall be charged to cover costs for setting up equipment, etc.
15. Organizations granted continued use of schools, must provide one week's notice in writing before the date of discontinuance or a charge may be levied. The **DIVISION**, however, reserves the right to discontinue any permit on short notice.
16. Permits are not transferable.
17. **APPLICANT** is encouraged to make application for the use of school facilities through the local Recreation Authority in order to be covered by Liability Insurance. Otherwise, the applicant shall provide proof of Liability Insurance coverage in an amount not less than Five Million Dollars (\$5,000,000.00) with Evergreen School Division listed as an additional insured.
18. **APPLICANT**/permit holder will protect, indemnify and save harmless **DIVISION**, its servants or agents, of and from all claims for damages that may arise out of the use of buildings/facilities/ grounds by **APPLICANT**/permit holder.
19. **APPLICANT**/permit holder shall be responsible for any loss or damage to the building or equipment resulting from use by him or any other persons whomsoever covered by the permit. A certificate by the Buildings Supervisor/ designate shall be evidence of such loss or damage and **APPLICANT**/permit holder shall pay the amount of such loss or damage upon demand being made on him by the Secretary-Treasurer of **DIVISION**.
20. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
21. Appropriate footwear (non- marking athletic shoes) must be worn in Gymsnasiums for sport activities.
22. Improper use of school property, for the use of which a permit has been granted, will result in immediate cancellation of the permit.
23. Permission to use specially equipped rooms such as Home Economics Room, Industrial Arts, Shops, etc. may only be granted after the Principal of the school concerned has approved the appointment of the instructor(s) who will be in charge of such room(s).
24. No admittance charge shall be made or tickets sold in advance, or a collection of any kind taken, unless the intention to make such charges, sell such tickets, or take a collection is stated on the application for permit, and is approved.
25. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Specific use shall be shown on the permit.

26. All user groups who may require access to the school buildings at times when custodial services are not available must:
 - a. Have an approved Joint Use Agreement with the School Division.
 - b. Have the approval of the Principal, or in the summer months, of the Buildings Supervisor
 - c. Agree to the condition of access that include:
 - i. A cleaning agreement
 - ii. A person acceptable to the school division who is responsible for the key.