



Use of School Facilities Administrative Procedure 4.20

4.0 Community Engagement

Board Governance Policy Cross Reference: 1, 2, 3, 6, 7, 16, 17, 20

Legal Reference: *Community Use of Schools and School Use of Community Facilities: A Handbook for Reviewing and Developing Facility-Use Policies, Procedures and Agreements for Schools, School Divisions, Municipalities and Recreation Commissions, Manitoba Education (2011)*

Date Adopted: November 2004

Date Amended: April 2008, June 2011, September 2015, June 2017, October 2017, December 2021, November 2024

General Procedures and Regulations

1. Organizations or individuals requesting use of Evergreen School Division facilities (user groups) shall be provided with **4.20A: Use of Facilities Conditions** and **4.20B: Use of Facilities Permit**.
2. **4.20B: Use of Facilities Permit** must be completed and submitted to the Principal of the school in which the activity is scheduled at least one week in advance of the date for which the use of the facility is requested.

The applicant shall read and accept **4.20A: Use of Facilities Conditions** which accompanies **4.20B: Use of Facilities Permit**.

Only complete permit forms will be accepted.

3. User groups are required to provide proof of \$5,000,000 liability insurance with the policy showing Evergreen School Division as an additional insured.
4. The Principal of each school will be responsible for maintaining a calendar of the use of school facilities by permit holders and distributing copies of approved permits to:
 - a) the school caretaker(s)
 - b) the Buildings Supervisor
 - c) the Division office the physical education teacher or other teacher(s) affected
5. Where the Principal is unavailable (e.g. during summer months), or the facility requested does not fall within the responsibility of a Principal, **4.20B: Use of Facilities Permit** shall be submitted to the Buildings Supervisor for approval.
6. All requests for use of the school may be reasonably denied if the building is undergoing renovations, or if, in the opinion of the Principal or Buildings Supervisor, the parts of the building need to be restricted to ensure safety.

7. Users of school facilities will be granted use of the facility on a priority basis:
 - a) First Priority: School or school division programming. This includes all extra-curricular activities involving students under the supervision of a teacher(s), or other responsible adult approved by the Principal.
 - b) Second Priority: Community non-profit programs of an educational nature that include students of Evergreen School Division. Examples include Evergreen Festival of the Arts. **Recreation Commission programs** are also included in this priority.
 - c) Third Priority: Community groups which are not strictly education, e.g. sports clubs, agricultural and horticultural societies, game and fish, church services, charitable organizations, etc.
 - d) Fourth Priority: Individuals/Groups which are **commercial or political** in nature or who need the space to run a business (charge participants). Fees will be levied at \$20/hr. payable to the school. For larger groups (i.e. more than 50 people), a fee of \$150.00 per event will be levied. These fees are in addition to any custodial fees which are paid to the Division.

Facilities that are already booked by third and fourth priority users may be displaced by first and second priority users by providing **one month's notice**.

8. First and second priority users will be granted use of the facilities without user fees. Third priority users may be charged a user fee and fourth priority users will be charged \$20/hr. Where additional costs are incurred by the school, e.g. custodial fees, these fees will be charged to any of the second, third or fourth user groups.
9. Groups using the school facilities on a regular basis shall renew applications annually prior to the outset of the school year.
10. In the event that any booking must be cancelled or needs to be postponed, the Division will provide as much notice as possible and a minimum of 24 hours' notice. In the event of emergencies or weather-related incidents, as much notice as possible will be provided.
11. Access (entry) to the school will be provided:
 - a) Only to community groups who hold a permit.
 - b) By a divisional employee who will be responsible for the access and closure of the building.
 - c) By the Recreation Director in the local community, who will be provided with a fob for access during the times requested and approved on the permit.
 - d) To community members subcontracted by the Recreation Commission to provide a program, **ONLY IF** the name of the subcontractor is listed on the permit. The Recreation Commission is responsible to provide adequate security of the premises and adequate supervision for all activities.
 - e) Only for the purposes indicated on a specific permit. Any misuse of fobs or keys may lead to cancellation of permits.