

ADMINISTRATIVE PROCEDURE 510

PUBLIC USE OF SCHOOL FACILITIES

BACKGROUND

The District encourages the use of school facilities in order to assure a close relationship between the school and the community.

This administrative procedure applies to all rentals of District facilities, except those for which the District has entered into a separate joint use agreement.

PROCEDURES

1. All user groups will arrange their booking(s) through the District Education Support Centre.
2. A non-transferrable rental agreement will be issued to the user in charge, who must be 19 years of age or older, and who will be responsible for the actions of the group, the terms and conditions of the booking and costs related to the rental.
3. School facilities are rented on an as is basis and users use the building at their own risk. School equipment is not included in the rental (Examples: gymnasium equipment, musical instruments, theatre equipment, technology).
4. The District will not incur any costs associated with a rental.
5. Advertising through the school or on school property is not permitted.
6. Rentals will only take place at times when the school's activities are not disrupted, and allocation of space is based on the following priority of use:
 - 6.1. School and District Programs/Events
 - 6.2. Community (youth and adult) groups: Programs are free to low cost and run by volunteers.
 - 6.3. Charities/Non-Profit Societies (Certificate of Incorporation is required).
7. Schools are not available for protests, political purposes or for gatherings that are controversial.
8. Film crew requests are subject to the approval of the script and subject matter of the film. Film crews are required to obtain a filming license prior to booking with the District.
9. During the period September to June, schools are available on regular school days after 5 p.m.
10. Rentals are automatically cancelled on statutory holidays, school breaks, Halloween, Christmas Eve/Day, New Year's Eve/Day, and Professional Development/Non-Instructional days.

11. Winter weather conditions, power outages or emergency situations may cause an unforeseen closure.
12. Closed schools are not available for use.
13. Playing fields require a written agreement. The District shall have the right at any time to cancel, without notice, the right of the Renter to use any of the playing field if, in the opinion of the District, they are unfit for use due to inclement weather. The District shall be the sole judge of the condition of the playing fields but will expect the Renter to exercise judgment in the use of the field during inclement weather. No field fixtures may be removed or moved. No cutting of grass on school playfields is permitted unless prior permission has been received from the Director of Operations or designate.
14. Rentals will not take place unless a School District authorized employee is on site and custodial arrangements have been confirmed. When the regularly scheduled custodian is not on duty, the rental request will be subject to the availability of casual custodial staff and the cost will be added to the rental.
15. Ongoing rentals may be arranged for the period October to June. Requests must be submitted in the summer and will not be confirmed or finalized until after September 20.
16. By June 30, principals must reserve dates and times required for school activities for the upcoming school year. By July 15, regular user groups must submit renewal applications for the upcoming school year.
17. During the school year, processing times vary based on the volume of requests. Requests are processed in the order they are received and must be submitted a minimum 14 business days before the first booking.
18. Smoking/vaping and the use of illegal substances is not permitted on District property.
19. The consumption of alcohol is not permitted in schools or on school property.
20. Formal application must be made to the Secretary-Treasurer to secure exemption to any rental policies and procedures including waiving of rental fees.

Reference: AP 510 Appendix A Rental Fee Structure

Date Approved: October 27, 2025