



Policy Section: **Facilities and Equipment**

Policy Name: **Use of School Facilities, Grounds,
and Equipment**

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Policy Statement

It is the policy of the Keewatin-Patricia District School Board (KPDSB) that community use of facilities, grounds, and equipment should be encouraged and maximized when not used for school activities. Access to school facilities for commercial purposes should be regulated and the KPDSB and schools should be beneficiaries of this access from both services and financial perspectives.

Rationale

1. The KPDSB has a strong belief that schools are community hubs and that access to school facilities should not be restricted for use by community clubs, charities, or other local non-profit clubs.
2. The KPDSB is strongly committed to the entrepreneurial spirit. In cases where a commercial entity is provided access to a school, the school, students, and the KPDSB should receive rental fees consistent with that access. In cases where lease or rental charges are justified the administration shall negotiate rental fees that are appropriate and consistent with local market conditions.

Guidelines

1. Subject to the guidelines set forth, the Director of Education, or Designate, is authorized to establish procedures governing the use of facilities, grounds, and equipment by external users.
2. A permit system shall be implemented to provide control over the short-term use of facilities, grounds, and equipment.
3. Leases shall be used to provide control over the long-term, continuous use of facilities, grounds, and equipment.

4. Preference in granting permits shall be given to users in the following order:
 - Internal school activities involving students of KPDSB;
 - Not-for-profit organizations running activities for school-aged children;
 - Not-for-profit organizations running adult recreational and social activities;
 - Not-for-profit and government organizations running business activities (i.e., meetings, training, etc.);
 - Individuals earning an income by virtue of the activity (i.e., coaches or teachers charging fees to participants in order to generate personal income, etc.); then
 - For-profit organizations.
5. Permit fees shall be set at levels which ensure that incremental costs (i.e., custodial, security, heating, administration, etc.) incurred by the KPDSB to provide the facilities, grounds, or equipment are recovered. Fees may be reduced if other sources of funding are available to cover incremental costs, such as the Community Use of Schools program.
6. Lease rates for not-for-profit and government organizations shall be set at levels which reflect the pro rata share of operating costs for the space being occupied. Lease rates for for-profit organizations shall reflect the local market rates for comparable space.
7. Permit holders and lessees must provide the KPDSB with evidence of general liability insurance or purchase user group insurance from the KPDSB where it is available. Permit holders and lessees are required to add the KPDSB as a named insured on their insurance policies at the discretion of the Director of Education or Designate.
8. Smoking on KPDSB property is prohibited at all times.
9. Possession or consumption of alcohol on KPDSB property is prohibited with the exception of events held under the KPDSB's liquor license at the Dryden Regional Training and Cultural Centre.
10. KPDSB facilities may be monitored by means of video surveillance as per KPDSB Policy 314, Video Security Surveillance in Schools.