



Policy Section: **Facilities and Equipment**

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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 that community use of facilities, grounds and equipment should be encouraged and maximized when not being used for school activities. Access to school facilities for commercial purposes should be regulated and the Board and schools should be beneficiaries from this access from both a services and financial perspective.

Rationale

1. The Keewatin-Patricia District School Board has a strong belief that schools are community hubs and access to school facilities should not be restricted for use by community clubs, charities or other local non-profit clubs.
2. The Keewatin-Patricia District School Board is strongly committed to the entrepreneurial spirit. In cases where a commercial entity is provided access to a school, the school, students, and Board 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 out below, 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:
 - a) Internal school activities involving students of the Board.
 - b) Not-for-profit organizations running activities for school-aged children.
 - c) Not-for-profit organizations running adult recreational and social activities.

Cross References:	
Policies: 314, Video Security Surveillance in Schools 325, Access to Schools 603, Donations Procedure: 801 Use of School Facilities, Grounds & Equipment	Date Adopted: May 26, 1998 Dates Reviewed: May 18/04; Feb 12/08; Dates Revised: May 11/10; May 13/14; June 12/18 Review by: 2022



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- d) Not-for-profit and government organizations running business activities (e.g. meetings, training, etc.)
 - e) Individuals earning an income by virtue of the activity (e.g. coaches or teachers charging fees to participants in order to generate personal income.)
 - f) For-profit organizations.
5. Permit fees shall be set at levels which ensure that incremental costs (e.g. custodial, security, heating, administration, etc.) incurred by the Board 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 Board with evidence of general liability insurance or purchase user group insurance from the Board where it is available. Permit holders and lessees are required to add the Board as a named insured on their insurance policies at the discretion of the Director of Education or designate.
8. Smoking on Board property is prohibited at all times.
9. Possession or consumption of alcohol, on Board property is prohibited with the exception of events held under the Board's liquor license at the Dryden Regional Training and Cultural Centre.
10. Keewatin-Patricia District School Board facilities may be monitored by means of video surveillance as per Policy 314, Video Security Surveillance in Schools.