

USE OF FACILITIES

Background

The school is an integral part of the community and as such, is to share its resources whenever possible. Division employees, community groups and individuals, along with outside agencies may request use of various facilities. These requests will be accommodated, if deemed appropriate, if such accommodation does not interfere or impede the regular delivery of school programs to students, and if Division conditions are met.

Procedures

1. Staff Use of Facilities

- 1.1 Division supervisory staff shall have access to all facilities other than occupied rental facilities for which certain tenancy conditions apply when on Division business.
- 1.2 A tenant occupying a Division teacherage shall sign a Maintenance Request Form that authorizes access of his/her unit by Division personnel to perform necessary repairs.
- 1.3 Teacherage facilities of the Division shall be made available to Division staff if not occupied by teaching staff.
- 1.4 Use of school facilities and/or equipment by teaching staff shall have approval of the Principal and the Superintendent of Facilities.

2. Community Use for Recreational Activities

The Division will encourage the use of school facilities for community recreational activities. Responsible use of these facilities will ensure their continued enjoyment by the community.

- 2.1 The Superintendent of Facilities will establish terms and conditions and/or guidelines for usage and incorporate into a standard School Facilities Rental Agreement.

This agreement will cover items such as fees to cover costs, dates of times requested, room(s) and/or equipment to be used, etc. An example of a School Facilities Rental Agreement is found in the Division Forms Manual.

- 2.2 Individuals or groups apply to the Principal for recreational use of a school facility. If the Principal and the School Community Council representative approve the activity, the individual or group requesting usage will sign the Rental Agreement along with the Principal or designate. Fee proceeds are to be deposited in the school fundraising account.

- 2.3 The user(s) who have signed the School Facilities Rental Agreement are fully responsible for supervision of the facilities and for any damages or expenses that may be incurred.
- 2.4 These activities shall in no way interfere with in-school programs or extra-curricular programs.
- 2.5 The stipulations of Administrative Procedure 163 – Smoking, must be followed.
- 2.6 If in the view of the Superintendent of Facilities, excessive wear or damages occur because of certain activities, then the Principal may terminate the School Facilities Rental Agreement for these functions, or may recommend that the Division rule in this situation.

3. Use of Facilities by Outside Agencies

In accordance with Section 85(1)[1] of the Education Act, the Division shall define and control the uses to which its school buildings and other facilities may be put, both in and out of school hours. There are many outside agencies (e.g. Local Community Authorities (LCA's), Northlands College, SIAST, Kids First North, Community Access Program Centres (CAPC), Saskatchewan Communications Network (SCN), religious organizations, the Ministry of Education, etc.) that can offer valuable services to the community through the use of school facilities. Typically, such agencies offer technical or academic programs for which the use of classrooms, laboratories or resource centres would be of great benefit.

- 3.1 Should any agency approach the Principal or the School Community Council for the use of a school facility in order to offer a program or a course of study for a significant period of time, the agency must be referred to the Superintendent of Education.
- 3.2 Principals are expected to recommend to the Superintendent of Education whether or not the request is to be granted and the conditions which are to prevail if the request is granted.
- 3.3 Superintendent of Facilities in consultation with the Superintendent of Education will respond to the request.
- 3.4 A lease agreement is to be signed by both parties which spell out the terms and conditions of use and the fee which is to be levied.
- 3.5 A fee, as determined by the Division, will be levied for usage. Half of the levied fee proceeds will be given to the Principal to be deposited in their school fundraising account or decentralized school budget.

4. Child Care/Teen Parenting

The education of young people is to be encouraged and facilitated as much as possible. In some cases, the Division recognizes that the provision of child care facilities may be a necessary component in assisting students to remain in school.

- 4.1 A need for a Child Care Facility within a particular school/community shall be identified and brought to the attention of the Superintendent of Facilities and to the Principal of the school.

- 4.2 The Superintendent of Facilities with the assistance of the School Community Council may investigate the possibilities of providing this service. The investigation will cover such areas as space required, and funding sources for wages of child care providers, equipment and renovations that may be necessary. The Council members would also gauge community support in setting up and maintaining such a facility to accommodate child care service.
- 4.3 All pertinent information shall be brought forward to the Board. Approval for the use of school facilities may be granted if this usage does not impinge upon regular school programming and budget.
- 4.4 If approved, the School Community Council will bring community members together for the purpose of forming a Child Care Committee.
- 4.5 This committee will be wholly responsible for the provision, administration and maintenance of Child Care Services and will be answerable to the Board through the Principal of the school and the School Community Council.
- 4.6 The Board reserves the right to suspend the provision of Child Care Facilities in any of its schools should circumstances so dictate.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act