

### FACILITY RENTALS / USE

#### Background

The Division believes the primary purpose of division schools is the education of school age children. The Division does not wish to run in opposition to community facilities designed for recreation or social activities. Community use results in additional operation and maintenance costs. These costs are relatively the same regardless of where the school is located within the division. Community user groups are expected to contribute to some of the additional operation and maintenance costs. The facility is defined as both indoor and outdoor (playground, playing field, court) spaces.

#### Procedures

1. School/Division sponsored activities will take priority over community use, prioritized as:
  - a) Instructional activities
  - b) School related non-instructional activities
  - c) Non-profit community User Groups
  - d) Commercial and/or private User Groups (birthdays, weddings or commercial functions are supported in cases where no suitable community or commercial facility exists)
2. School facilities may be available for use during the regular school term. A schedule of events for use of school facilities after 4:00 p.m. shall be supplied to the Caretaker and/or Grounds Contractor by the School Administrator. The School Administrator shall notify the Grounds Contractor of any function occurring on weekends.
3. Requests for use outside the regular school term will be at the School Administrator's discretion and must be made in consultation with the caretakers and the Director of Facilities.
4. The Division reserves the right to revoke any agreement and preclude the use of the facilities and/or equipment at any time.
5. This procedure applies to rental requests of less than one year. Rental requests of one year or longer are to be directed to the Secretary-Treasurer.
6. By signing the Facility Rental/Use Application (545-1), the User Group shall indemnify the Division, its employees and caretakers against all losses, claims, suits, expenses, damages, and demands arising from injury, death, or damage to any person or property during the users' occupation or use of Division facilities and/or equipment.
7. Bookings are to be on a first-come, first-served basis.
8. The School Administrator decides if Caretaker duties are required. Consultation with the Custodial and Grounds Coordinator may be required. Additional fees will be charged to the User Group if caretaking is required. The amount to be charged is determined in consultation with the Caretaker.

9. Where a User Group fails to meet the criteria expectations for supervision, cleanup, etc. the School Administrator shall discuss the matter with the User Group and may issue a written warning.
10. In extreme cases, the School Administrator may ban, without prior notice, a User Group from using the facilities.
11. The School Administrator is responsible for approving and scheduling school use, administering this administrative procedure, and collecting fees at their school.
  - 11.1 The activities allowed in the facility or on the facility grounds shall be evaluated, paying special attention to medium-risk activities. No excluded activities will be allowed. Some activities may not be allowed (i.e. roller blading and roller derby are not allowed due to floor wear and tear). Kitchen facilities are not to be rented.
  - 11.2 Insurance coverage is required for every approved applicant, regardless if facility rental fees are collected or not.
  - 11.3 User Groups can purchase liability coverage through BRSD, which provides a reasonable alternative to User Groups.
  - 11.4 For User Groups that purchase the Division's Facility User Group (FUG) insurance:
    - 11.4.1 The applicant is responsible for the costs associated;
    - 11.4.2 The following excluded activities are unable to be insured through the Division: boxing, cycling, football (tackle), gymnastics, horse-related activities/sleigh rides, kickboxing, lacrosse, martial arts (contact), pyrotechnics (fireworks), rugby, trampoline, wall climbing/climbing walls and any additional activities not covered by the policy;
    - 11.4.3 The School Administrator or designate shall calculate the insurance rate to be charged, record the amount on the application (545-1), collect a payment, and record on the school's Facility User Group Tracking sheet;
    - 11.4.4 The School Administrator or designate shall email the Executive Assistant - Business when a User Group requests a Certificate of Insurance for the policy that they have purchased;
    - 11.4.5 If a User Group identifies they have paid for insurance within the school year already at another Division school, the School Administrator shall be responsible to contact the other school to ensure insurance coverage would be sufficient (same user group, time period, participants, and insurance is paid in full). Comment on both the rental application and the tracking sheet that insurance has already been paid for, and list the other school; and
    - 11.4.6 "League and tournament events" must be stated on an application to be covered for both events. Once identified, the applicant would not be required to purchase separate coverage for tournament events or league play located at any other Division school within the school year.
  - 11.5 For a User Group that has their own insurance coverage, proof of insurance shall be in the form of a Certificate of Insurance (COI), shall be provided at the time of application and shall:
    - 11.5.1 List the school(s) being rented, date(s) of rental and reason for the rental;
    - 11.5.2 List "league and tournament events" if applicable;
    - 11.5.3 Be in effect for the rental period. If COI expires before the rental is finished, a new COI must be provided to the school before the rental can continue;

- 11.5.4 Be in the amount of two million (\$2,000,000.00) commercial general liability (CGL) insurance;
  - 11.5.5 Be addressed to the Battle River School Division;
  - 11.5.6 Be retained at the school, along with the application/use form (545-1), for the length identified in the Division's *Records Management Guidelines*;
  - 11.5.7 Excluded activities/events will not be allowed, even with proof of insurance;
  - 11.5.8 Email a copy of the COI to the Executive Assistant - Business; and
  - 11.5.9 Rentals to the Canadian government fall under the Government of Canada self-insurance therefore insurance proof may be different. Please send the provided documentation to the Executive Assistant - Business for proof verification.
- 11.6 Email a copy of the Facility Rental/Use Application (545-1) to the Facilities Department once the application is approved and no later than two weeks in advance so any necessary adjustments can be made to the security and/or HVAC systems by the Facilities Department.
  - 11.7 If Caretaker duties are required (545-2), email a copy of the completed form to the Facilities Department (see procedure 8 above).
  - 11.8 For applications with fees assessed, submit a copy of the Facility Rental/Use Application (545-1) to the Finance Department, along with payment.
  - 11.9 Payment shall be made at the time of application. If additional extra caretaker services are required (over and above what was assessed at the time of application), the User Group shall be responsible for making an additional payment at the school office.
  - 11.10 Provide the User Group with a copy of the completed application form.
12. **Fee Disbursement** - Community use is based on the provision that any and all associated cost or expense must be offset by the User Group. All facility rental fees collected from the User Group shall be allocated as follows:
- 12.1 Facility Rental: (see Appendix A for the **Facility Rental Rates**)  
70% to the school's facility revenue account for the administration of facility rentals.  
30% to the Facilities Department, to defray costs due to operation and maintenance, utilities, etc.
  - 12.2 Caretaking Fee:  
100% to the Facilities Department, to defray additional caretaking and security costs.
  - 12.3 Equipment Fee:  
100% allocated to the school's equipment fee revenue account to offset costs associated with replacing rented equipment.
  - 12.4 Insurance Fee:  
100% allocated to the Facilities Department to pay for the cost of the policy.
  - 12.5 All amounts collected for damages/loss from the User Group will be allocated to the school/department which incurs the additional expense.
  - 12.6 In addition to all rates (except Insurance), GST must be collected.

### 13. School Security

- 13.1 The School Administrator or designate shall provide security fobs, access codes and keys, only to long-term User Groups. A written security agreement with the user group's representative will be required prior to the release of a security fob (Form 545-3). No occasional users shall be given a security fob, key or access code.
- 13.2 If the School Administrator or designate is unable to provide a caretaker or staff member to open/close the facility for an occasional user, rental/use will not be permitted.
- 13.3 When a Users Group is responsible for opening and/or closing facilities, the responsible adult will ensure all doors are locked, the alarm system is reactivated, and lights are turned off upon departure.
- 13.4 The User Group will be responsible for any costs incurred should the security system be triggered or set off by a false alarm.

### 14. Additional Requirements for User Groups

- 14.1 All outside footwear must be removed at the entrance door.
- 14.2 Individuals from the User Group shall be confined to the areas booked.
- 14.3 There will be no alcohol or tobacco/vaping products sold, consumed or otherwise used in the school facilities and on the school grounds.
- 14.4 The User Group must not make any modifications to our facilities.
- 14.5 Equipment
  - 14.5.1 Participants shall not bring personal equipment into the facility.
  - 14.5.2 Use of any school equipment is permitted only with the prior approval of the School Administrator, who will determine if a fee will be charged.
  - 14.5.3 School equipment used is to be taken down and returned to the proper storage location.
  - 14.5.4 In the event that school equipment is lost or damaged, the User Group will be responsible for all costs resulting in repair or replacement.
- 14.6 All activities must be finished and the User Group out of the school by 10:00 p.m. unless prior arrangements are made with the School Administrator.

Reference: Section 52, 53(1), 197, 222(1) Education Act

Forms: Facility Rental/Use Application (545-1) booklets from the Facilities Department  
Caretaker Extra Duties (545-2)  
Fob Use Agreement (545-3)  
Facility User Group Tracking (google sheet)

**APPENDIX A**  
**FACILITY RENTAL RATES**

<b>Rental Fee</b>	<b>Adult (for profit)</b>	<b>Adult (non-profit)</b>	<b>Youth (for profit)</b>	<b>Youth (non-profit)</b>
Gym	\$50/hr + gst	\$35/hr + gst	\$50/hr + gst	\$10/hr + gst
Classroom/Learning Commons	\$20/hr + gst	\$10/hr + gst	\$20/hr + gst	No charge

Updated December 2023