



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: O-6 Community use of facilities

Date: September 25, 2020

The procedure describes how school facilities are provided primarily for the education of public-school students and appropriate use by the community is authorized.

1. Administration:

- Community use shall be administered centrally by the Secretary Treasurer. The Secretary Treasurer will assign each school for event booking.
- User or user group wishing to use the school facilities, is required to fill out an “Application and agreement for use of school Facilities, grounds and equipment” form and submit to the Board office.
- School is responsible for booking after receiving approval from the Board office.
- School building security is the responsibility of School District #49. School District #49 officials have the right to visit and inspect community use programs operating within school buildings.

2. Approval priorities

The primary purpose of school facility use is to support school activities. The priority ranking for granting approval for facility use is as follows:

- 2.1 Programs administered for school students and school functions;
- 2.2 Activities that the majority of the participants are youths within the communities;
- 2.3 Activities that the majority of the participants are adults within the communities;
- 2.4 Private events;

3. Availability of space for community use

- Designated areas within schools are available for community use as outlined below:
 - i. Instructional Days - 6:00 p.m. - 8:00 p.m.
 - ii. Non-Instructional Days - September 15th – June 15th of each year excluding long weekends and during school breaks.

- Due to health and safety concerns, woodshop is not available for community use and other areas as determined by the Principal.

4. Group Responsibility for Supervision

- One member of the group shall be designated as responsible for the supervision and behavior of the group, as well as to sign the Community Use Application Form.
- The members of any group will be jointly and severally liable for any costs arising from damage caused by the group or any of its members.
- The school Principal shall be advised of any damage caused by the group.
- The group will not be granted access to the facility before the scheduled start time and must leave the building promptly when the booking is over (i.e. meeting in the hallways and open areas of the building outside the booking times is prohibited). All bookings must include additional time for setup/take down of the event.

5. Liability Insurance

- Liability Insurance, for a minimum of \$1,000,000 per occurrence, is required.
- It is the responsibility of the group to provide the School District #49 with updated liability insurance due to renewals or plan changes that would cause the current insurance to be rendered null and void, prior to the current insurance policy expiration.