

Administrative Procedure 548 – Appendix B

Appendix B - School Use of Facilities Outside of School Hours

Background

The primary purpose of school facilities is to support educational opportunities for children and students enrolled in the Division in Pre-Kindergarten to Grade 12. School facilities will be available and given priority for school use outside of school hours.

Procedures

1. Schools Using Their Own Facility

- a. As per AP 548, the Principal, or designate, will submit an internal permit in ebase for school activities and functions that are scheduled during rental hours. Events must be submitted no later than September 15 of each year for the first semester and December 15 for the second semester. The specific areas and times must be included in the permit.
- b. When a new school event is planned after September 15 for the first semester or after December 15 for the second semester:
 - i. Schools will make every effort to give the Facilities Rental Assistant two weeks' notice to ensure that no new community use events are booked for that date(s) and provide time to reschedule any previously scheduled rentals.
 - ii. Principal, or designate, will ensure that an internal permit has been entered in ebase for the event
 - iii. The Facilities Rental Assistant will not book any community use events during that time and will reschedule/cancel any conflicting community use events that.
 - iv. The Facilities Rental Assistant will provide the Mechanical Lead with the details for events scheduled outside of school hours to ensure the HVAC system is set appropriately.
- c. All school events must be organized by a school staff member.
- d. A school staff member must be onsite and supervising during the entire event.
- e. School activities planned outside of regular rental hours (6:00pm – 10:00pm on weeknights and 8:00am – 10:00pm on weekends) require approval from the Associate Superintendent, Business and Finance prior to booking, and subsequent notification of the Director of Facilities. (Examples: sleepover, wake-a-thon)

f. Weekends

- i. The school staff member(s) that organized the event must be in the building and supervising during the entire event.
 1. If the school staff member(s) cannot be present for the event, the school will request a facility supervisor from the Facilities Rental Assistant. If a facility supervisor is not available the event will need to be canceled or rescheduled for a time when a facility supervisor is available.
 2. Expense for hiring a facility supervisor will be invoiced to the school.
- ii. The school facility must be cleaned after the event.
- iii. If the group is under 50 people the school can either request custodial support or the school staff member(s) will perform the Under 50 Cleaning Requirements which will be posted in the custodial office.
- iv. Please notify your custodian if a school staff member will be doing the Under 50 Cleaning Requirements so they can be prepared to complete the cleaning in the morning.
- v. If the group is over 50 people, custodial support will be hired.
- vi. The Facilities Rental Assistant will arrange custodial support.
 1. The standard for weekend custodial coverage is a minimum of 3 hours.
 2. Expense for hiring custodial support will be invoiced to the school.

2. Schools Using Another School's Facility

- a. The procedures above apply to all facilities being used.
- b. The Facilities Rental Assistant must be notified.
- c. There must be a staff member present and supervising the event at each facility at all times.
 - i. In the event this is not possible, the school will request a facility supervisor from the Facilities Rental Assistant. If a facility supervisor is not available the event will need to be canceled or rescheduled for a time when a facility supervisor is available.
- d. Each facility must be cleaned after the event. The 50 people rule will apply to all locations.