

Administrative Procedure 548 – Appendix C

Appendix C – Facility Rentals Roles & Responsibilities

Background

All bookings of school facilities will be coordinated by the Facilities Rental Assistant. During any community use of a school facility, a Division custodian or facility supervisor must be on duty and each group must have a designated adult leader on site.

Procedures

1. Facilities Rental Assistant Responsibilities

- 1.1. Ensure all facility user groups have the required insurance.
 - 1.1.1. User groups will provide a copy of the Certificate of Insurance showing proof of insurance; OR
 - 1.1.2. User groups will be charged a fee for accessing the Division's insurance under the ARMIC Facility User Group Program.
- 1.2. Coordinate the list of facilities available for community use.
- 1.3. Coordinate the booking of all facility rentals with Principals, Director of Facilities and the Custodial and Grounds Coordinator.
- 1.4. Review and approve rental permits.
- 1.5. Maintain a record of booked facilities and provide a copy to the Business and Finance Department upon request.
- 1.6. Assign facility supervisors and custodians to events when required.
- 1.7. Approve facility supervisor timesheets at month end for submission to the Payroll Department.
- 1.8. Ensure that rental groups are charged the appropriate fees and that the fees are paid in a timely manner.
- 1.9. Submit any recommendations to the respective Principals and/or the Associate Superintendent, Business and Finance with regard to community use of Division facilities.
- 1.10. Notify the user group, when it has been decided by the Director of Facilities and/or the Associate Superintendent, Business and Finance that the user group has lost booking privileges.

2. Group Leader Responsibilities

- 2.1. Ensure that ALL wet or dirty outdoor footwear is removed prior to walking through the school, as determined by the facility supervisor or custodian.

- 2.2. Ensure that no food or drinks are allowed in the gymnasium.
- 2.3. Ensure that only clean, indoor athletic footwear is used for gymnasium activities, as determined by the supervisor/custodian.
- 2.4. Ensure proper supervision in all areas occupied by the group and ensure that the school remains secure (locked-up) throughout the rental activity. After the doors have been locked, the user group will be responsible to open the door for any group members arriving late.
 - 2.4.1. The door must not be propped open at any time.
- 2.5. Ensure that the user group remains within its designated area and uses only the exterior entrance, washrooms and equipment authorized for its use.
- 2.6. Ensure that any approved equipment used is returned to its appropriate location.
- 2.7. Report any damages to the custodian or facility supervisor.
- 2.8. Report any facility problems to the custodian or facility supervisor.
- 2.9. Ensure that any garbage generated by the community group is placed in garbage bags.
- 2.10. Sign Form-548-1 Community Use Facility Condition Report at the beginning and end of each rental session.
- 2.11. Ensure that all members of the group have vacated the school prior to leaving.
- 2.12. Provide first aid supplies. If an injury occurs, render the appropriate first aid.
- 2.13. 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.

3. Custodian or Facility Supervisor Responsibilities

- 3.1. Be on site thirty (30) minutes prior to the first community use booking.
- 3.2. Carry out a security check of the school and provide access for the approved user group(s) 15 minutes prior to the start of their rental time. When there is one (1) facility supervisor or custodian working independently, and whenever else it is feasible, the school doors will be locked fifteen (15) minutes after a user group arrives.
- 3.3. Check condition of the facilities being made available to the community group noting any deficiencies.
- 3.4. Co-sign the Facility Condition Report, along with the group leader.
- 3.5. Verify appropriate footwear is being worn at all times.
- 3.6. Provide access to any equipment approved for use by the community group.
- 3.7. Monitor all areas being used by the community group.
- 3.8. Be available to the rental group at all times.
- 3.9. Record any concerns about misuse for subsequent referral to the Facilities Rental Assistant.

- 3.10. Check the condition of the facility following the community use, along with the group leader, and co-sign the Facility Condition Report.
 - 3.10.1. Return the Facility Condition Report to the Facilities Rental Assistant.
- 3.11. Perform light cleaning duties including making sure the front entrance is clean and checking the bathrooms.
- 3.12. Conduct a final check of the building and activate the security system.
- 3.13. Submit timesheets, when required, to the Facilities Rental Assistant on the last working day of each month.
- 3.14. Maintain a clear walkway into the community entrance (15 feet).
- 3.15. Facility supervisors must have an orientation at the facility prior to first working shift.