



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n°
2006-MR-02

Principles & Regulations Governing the Rental & Use of School Facilities

Resolution n°

CC-060927-MR-0018

Revision: On an as need basis

The Sir Wilfrid Laurier School Board, (hereinafter called The School Board) encourages community organizations to use its school buildings outside of school hours during the year for cultural, educational or recreational purposes, subject to the principles and regulations set out herein. The School Board may permit profit-making organizations to have the use of its schools at the discretion of the Executive Committee and subject to particular principles and regulations which may be required for each occasion. The School Board retains the right to refuse and limit the use of school premises at its discretion and to further regulate the days and hours when the facilities may be available. The School Board retains the right to use the facilities it requires for the conduct of board business, and this at no charge.

In accordance with Section 93 of the Education Act, rental requests must first be submitted to the principal and subsequently approved by the Governing Board. Any agreement entered into by the Governing Board for the use of the premises or immovables placed at the disposal of the school requires prior authorization from the School Board if the term of the agreement exceeds one year.

The Director of Material Resources is responsible for the administration of this policy.

PRINCIPLES AND REGULATIONS

1.0 Rental of Space

The Sir Wilfrid Laurier School Board rental contract specifies the areas which are rented. Exceptions in regard to equipment are noted. It is understood that office areas or equipment areas not specified in the contract are out of bounds: Rental hours specified in the contract must be observed fully.

Only when written authorization from either the School Board or the school's governing board has been issued and received by all parties will groups have access to school facilities.

2.0 Political Groups

Municipal, Provincial and Federal political groups may be granted the use of premises for rallies in the schools only by prior resolution of the School Board.

3.0 Public Dances

Dances are restricted to school or community-sponsored activities.

4.0 Alcoholic Beverages

Alcoholic beverages will be sold or served only by prior resolution of the Executive Committee of the School Board. It will be the responsibility of the applicant to obtain authorization from the School Board, to obtain liquor permits, and to comply with all government regulations in this regard. The School Board retains the right to inspect such permits prior to the holding of the event.

5.0 Smoking

Smoking is prohibited in all areas of the building and school grounds.

6.0 Gambling

Organizations wishing to use a building to conduct a game of chance, including bingo, must state such intention and must produce the required permit from the Régie des Alcools, des courses et des jeux to the School Board prior to holding the event. (Refer to www.racj.gouv.qc.ca).

7.0 Supervision

The members of any organization using a school building must be supervised by a competent and trustworthy adult who will be personally responsible for insuring that the School Board requirements are respected. The supervision ratio will be approved by the school administration and Governing Board. Supplemental fees may be charged to ensure adequate supervision.

8.0 Damage and Injury

Under no circumstances will the School Board be liable for any injury incurred by any participant or spectator or for any loss of or any damage to property, clothing or personal effects of anyone enjoying the privileges granted.

The members of any organization using a school building must take full responsibility for and bear all costs related to:

- a) damage to School Board property
- b) injury to group members or to the public
- c) payment of any and all government taxes

The School Board retains the right to demand that groups provide public liability and property damage insurance for their members and the public.

9.0 Use of Gym Floors

Groups are strictly forbidden to use materials or equipment which may alter or damage floor surfaces, especially wooden surfaces. Specifically, members of organizations using the gymnasium for physical education activities must wear gymnasium footwear, running shoes, ballet shoes or other approved and clean footwear. As well, no food or drink shall be permitted at any time in the gym area, unless previously approved in the contract.

10.0 Furniture and Equipment

Requests for the use of any School Board equipment, such as public address systems, lighting, etc., will be subject to previous approval in the contract. No equipment is to be used unless specified in the rental agreement and additional charges may apply and will be determined by the school administration and the Governing Board.

11.0 Access to Activities

a) Participants

Only those taking part in the activities specified in the contract may be admitted to the designated areas as specified in the contract.

b) Spectators

Spectators shall not be admitted except by special, prior arrangements with the school administration.

c) Protocols with Municipalities

Where a protocol has been signed with a municipality with regard to the use of facilities belonging to the School Board, requests for rental of said facilities must be referred to the school, in order to verify the conformity to the protocol.

12.0 Emergency Clearance of School Buildings

It is the responsibility of groups or organizations using the school building to acquaint themselves with and follow the emergency clearance procedures as directed by the caretaker.

13.0 Rental Application & Contract

All applications for the rental of facilities must be made on the official form. The forms are available at all schools (see appendix I).

The Principal shall establish the category of the organization for the appropriate rental rate. If requested by the school, Material Resources will determine the number of employees required for security and cleaning purposes. Upon final approval from the school administration and the Governing Board, the applicant will be given the approved application form which will become the binding contract.

14.0 Deposit

At the discretion of the school administration, applications for use or rental of facilities will be subject to a minimum deposit. With regard to the rental of an auditorium, a minimum deposit of \$250.00 is required. When gym equipment is to be rented, a minimum deposit of \$100.00 is required. This deposit will be returned immediately should the application not be accepted or at the termination of the contract, upon request, provided that there are no charges for any damage or any rental charges outstanding against the organization.

15.0 Admission and Taxes

When an admission is to be charged, the applicant must provide proof in advance that all requirements for the collection of amusement taxes, both provincial and/or municipal, have been complied with or that the planned event is not subject to amusement taxes. (Refer to Ministère du Revenu www.revenu.gouv.qc.ca). The proof provided will be attached to the contract.

16.0 Payment of Rental

a) Short-term rentals - Rental fees for facilities contracted for short periods or one-time events must be paid at least forty-eight (48) hours prior to the event. The cheque or money order must be payable to the Sir Wilfrid Laurier School Board and must indicate the contract number. It will be the responsibility of the Principal to ensure that payment has been made.

b) Long-term rentals - Rentals are due and payable as per arrangements made by the school Administration in the contract. Cheques or money orders shall be made payable to the Sir Wilfrid Laurier School Board.

17.0 Cancellations

On days when schools are closed due to inclement weather or other contingencies, the evening activity may be cancelled. The School Board is not responsible for any damages due to such cancellations or due to any modifications to the rental agreement as a result of such cancellations. School closures are normally announced on the radio between 6 a.m. and 9 a.m.

18.0 Summer Rentals

The basic policy above as well as the following will be applicable:

- a) Facilities may not be made available when a major renovation and/or repair is underway.
- b) Normally, only the gymnasium and/or lunchroom areas will be made available. Classrooms would be made available only when the organization involved guarantees full-time adult supervision in each classroom to be used.

19.0 Special Circumstances

Groups requiring special conditions or services not prescribed in this policy must submit their request in advance to the School.

- a) Activities under category A (see item # 20 below)

These activities shall be considered as regular school activities when they take place during regular hours (i.e. when a caretaker is already on duty) and no payment is made to the caretaking personnel (the regular tasks have to be reorganized and prioritized). When these activities take place outside regular hours, a caretaker has to be hired, as per the collective agreement.

- b) Activities under categories B and C (see item # 20 below)

As per collective agreement, a caretaker has to be on site for those specific activities

20.0 Categories of Applicants

- a) **Group A**

The type A activities are those organized by a school in their own building such as: Governing Board, PPO, Home and School, sector meetings, parent general assemblies etc. This category also includes after-school activities involving Sir Wilfrid Laurier students, holding profit-oriented or fund raising events in their own school or in Sir Wilfrid Laurier schools other than their own.

Free rental fee does not mean that the School Board will provide extra caretaking time. Each activity must be self-financed.

- b) **Group B**

In order to qualify, the renting group must be organized, led, instructed or supervised by persons acting without payment or remuneration. Any such organization may be required to provide a written list of executive officers or directors to the school with the application. Up to ten (10) business days may be required to conduct the investigations necessary to establish eligibility.

Type B Activities are contingent upon whether or not these regular or special events are profit oriented or involve fund raising.

This category also encompasses events that might be considered beneficial to Sir Wilfrid Laurier and the community at large and would be classified as follows: Groups holding a non-profit event to the benefit of our region or a profit-making event of cultural benefit to the community. Also, recognized groups include: Cubs, Brownies, Guides, Boy Scouts, United Synagogue Youth, Beavers, Air and Sea Cadets, and the Red Cross. Each activity must be self-financed and cover caretaking and energy costs.

c) Group C

This category generally includes profit-making activities involving the public at large, i.e., films, plays and concerts, political organizations, private daycare, aerobics, etc. Each activity must be self-financed and cover caretaking and energy costs.

21.0 Rates per Hour

See Appendix I for rates (section Fee Structure guideline 2006-2007)

As per the collective agreement, the minimum time period for caretaking costs for non-school days shall be four (4) hours. The minimum time period for school days on an hourly basis is two (2) hours.

22.0 Use of School Board Premises for Union Purposes

Union meetings for Sir Wilfrid Laurier School Board employees may be held in the schools without charge during regular building hours (subject to availability).

23.0 Revenue

All revenues are to be deposited in a specific school rental account set by Finance department. All revenues must compensate at minimum the caretaking expenses.

The Governing Board will annually approve the spending of the revenues as part of the school budget.

24.0 Amendments

The School Board reserves the right to amend the regulations at any time.