

ADMINISTRATIVE PROCEDURE NO. 501

AFTER-HOURS USE OF SCHOOL FACILITIES

Background

The total community is encouraged to utilize school facilities after school hours. It is believed that such use can enable parents, teachers, students and organization to increase their communications with each other.

The following activities are encouraged in the after-hour use of Divisional school facilities:

1. Traditional student extracurricular use of school facilities – educational, social, recreational, athletic, and sports – under suitable supervision;
2. Catholic organizations, such as Knights of Columbus and Catholic Women's League for meetings, socials, recreation and similar activities;
3. Organizations to sponsor youth activities in school buildings, with the executive of the organization assuming leadership responsibilities for the on-going supervision and promotion of these activities; and
4. Parish councils to utilize school facilities for organizing adult, family and/or youth activities, and assuming leadership responsibilities for the on-going supervision and promotion of these activities.

Procedures:

1. The following guidelines and procedures will govern the use of school facilities after school hours:
 - a. School activities will have priority in all instances. Consideration needs to be given to community groups who have previously booked when changing facility rentals for school activities.
 - b. Principals are to be advised beforehand by the booking clerk of all proposed uses of their schools at least two weeks prior to use.
 - c. All groups requesting use of school facilities must state the purpose of use, facilities required, the time required on the application forms and provide proof of liability insurance in the amount of \$1,000,000.00.

- d. All groups are expected to supply their own equipment for use in the facility. Any specialized equipment requests must be clearly identified on the application form and must be approved by the school principal.
- e. All requests for use of school facilities must be checked and filed with the Division administration office two weeks in advance of the rental date.
- f. All groups must keep to their exact areas as approved on the rental application form.
- g. Any school related fund-raising events that include the serving of alcohol shall require the approval of the Board.
- h. Because facilities must be left in a clean and secure condition, the Division will provide a host to open and close the facility and to be present during the time of rental. -A member of the Division's staff may act as host without fee, at the discretion of the principal in consultation with the Supervisor of Support Services.
- i. Weekend bookings incur additional cleaning costs calculated into the rental fee. A member of the Division's staff may act as custodian without fee, at the discretion of the principal in consultation with the Supervisor of Support Services.
- j. After an application form has been filled out at the Division office, it will be routed first to the principal of the school for approval then returned to the Division administration office for approval and invoicing. Occasional users will be required to prepay the rental.
- k. Distribution of the completed application form shall be as follows:
 - Original - Division Office
 - 1st Copy - PrincipalThe applicant is then contacted regarding results of application by office.
- l. Any group which violates these policies, may have their rental privileges withdrawn.
- m. User groups are categorized as follows:
 - i. School sponsored or parish sponsored (K of C, CWL)
 - ii. Community Youth Groups
 - iii. Social & Commercial, Non-youth Functions

iv. Joint Use Functions

2. For the purpose of applying fees and charges, the following categories of facilities will be used:
 - a. Classroom (Gathering Area, Cafeteria)
 - b. Specialty Area (Gym, Auditorium, CTS)
3. Fees will be charged in accordance with the following.

The rates reflect a commitment to provide facilities for public use at minimal cost but still recover sufficient to partially offset operational costs. The exception is for use by commercial, non-Catholic religious, political groups, which are purposely charged a higher rate because of the low priority such use is given by the Division and also reflecting the view that public facilities should not generally compete with commercial facilities.

In addition to the rates listed, there may be a 15% charge levied on gross revenues received by a user when they charge admission, take a collection, or sell products.

Chairs within the facility are available at no cost if the user places and removes them. Any special set up and take down costs that occur shall be charged to the user. (Floor coverings will be used on hardwood and gym floors at the request of the school or the Division office.)

Specialty room equipment is only available for city or Division programming under qualified supervision.

Groups are organized under three categories which reflect the priorities for use:

- a. Educational/recreational/parish;
- b. social; and
- c. commercial, non-Catholic Religious, other users.

The Division may decline a user group's application if it feels the group is promoting or conducting activities that are opposed or contradict the beliefs, teachings and moral values of the Catholic faith.

4. Classrooms containing possessions of students are not available for use by outside groups unless approved by the Principal. (discretionary)
5. Officers of the Board may establish the rental rates and custodian fees for facility uses that do not fit any of the above outlined areas.

6. The Division may request a user of school facilities to sign an agreement warranting that the user will replace or repair any damage caused by the user, and/or waiver of district liability for injury to members of the user's organization, or damage to the user's property.
7. There may be some variations in this procedure for schools in Sylvan Lake, Rocky Mountain House, Innisfail and Olds.



Agreement for Use of School Facilities

Subject to the terms and conditions as per Division Requirements (attached), the applicant desires to have access to the following school facilities:

Name of Facility: _____

Name of Organization: _____ Contact Person: _____

Address: _____ Postal Code: _____

Phone: Bus: _____ Res: _____ Cell: _____

Email Address: _____

EVENT INFORMATION (Please complete the following):

Nature of Event: _____	
Starting Date: _____	Ending Date: _____
Starting Time: _____ AM PM	Ending Time: _____ AM PM
Starting Time: _____ AM PM	Ending Time: _____ AM PM
Room/s Requested: _____	Principal, Please check Equipment approval <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Equipment Requested: _____	
Total Hours per Day: _____	Day(s) of Week: _____

GROUP CLASSIFICATION (Please check one)

<input type="checkbox"/>	Community Youth Groups	_____	Number of People
<input type="checkbox"/>	Social / Commercial	_____	Age Group
<input type="checkbox"/>	Parish		

FOR NON-DISTRICT EVENT

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Contact Person an employee of Red Deer Catholic Schools?	
District Staff Member: _____ Position: _____		
Current School: _____ Phone #: _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will Contact Person/Other Staff Member act as School Host?	Principal, Please check <input type="checkbox"/> Division Staff approved as Host <input type="checkbox"/> Div. Staff approved as Cleaning
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require a School Host? Start and End Times: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this rental require division personnel for cleaning?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be charging a fee to participants?	
<input type="checkbox"/> Proof of Insurance attached (must accompany Agreement) **Deposit must accompany Agreement		

Signature of Renter: _____ Date: _____

Red Deer Catholic Schools are **alcohol and tobacco free** facilities

****Facility rentals require 2 business days cancelation notification****

****Failure to provide notice will result in full rental charges being applied****

Office Use Only		(Principal, please check if fees waived)	Fees Waived
Rental Fee	_____ hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Cleaning Fee	_____ hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Hosting Fee	_____ hours at \$ _____	\$ _____	<input type="checkbox"/> Yes
Date Deposit received	_____	Deposit Amount \$ _____	

Should a Division staff member be approved to act as host, the rental cost will be reduced by the hourly rate listed on the Schedule of Fees. Division staff members may also apply to act as janitorial for specific events.

Approved By: _____

Board Administration	School Administration
Host Name	Contact Number

Rental Agreement Requirements for School Facilities

1. The applicant shall provide the Red Deer Catholic Regional Schools # 39 with a copy of their **Liability Insurance in the minimum amount of \$1,000,000.00 prior to use of the facility.**
2. **School activities will have priority in all instances.**
3. School facilities shall not be rented out on days that schools are closed. (eg. Christmas break).
4. Principals must know beforehand of all proposed uses of their school - (**one week's notice.**)
5. All requests for use of school facilities must be checked and filed with the school board administration office **one week in advance of rental date.**
6. All groups requesting use of school facilities must state the purpose of use, facilities required and times required on the application form.
7. All applications for rental of school facilities must be made on the prescribed form.
8. **All people entering the facility must remove street footwear at the door.**
9. All groups must **keep to their exact areas** as approved on the rental application form.
10. All groups must leave the areas they have rented in the same condition as they found it.
11. The Division will appoint a host for all booking events.
12. A member of the division's teaching staff may act as Host at the discretion of the principal in consultation with the Supervisor of Support Services.
13. After an application form has been received at the board office, it will be routed to the principal for approval and then returned to the board office.
14. Payment must accompany rental agreement.
One time users- full amount
Multiple day users- 50% deposit (at time of booking)
15. The board reserves the right to withdraw rental privileges from any group that violates these policies.

Schedule of Fees and Charges

Effective September 1, 2017

Community Youth Groups

		Rental Rate	School Host	Total Cost
a)	Weekdays			
	i. Classroom Area (Gathering area, Cafeteria)	\$20.00	\$22.00	\$42.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gym, Auditorium, CTS)	\$40.00	\$22.00	\$62.00
	Both sides of Notre Dame gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph change rooms (City of Red Der)	\$20.00	\$22.00	\$42.00
b)	Weekends			
	i. Classroom Area (Gathering area, Cafeteria)	\$25.00	\$22.00	\$47.00
	ii. Additional Areas			\$15.00
	iii. Specialty Areas (Gym, Auditorium, CTS)	\$40.00	\$22.00	\$62.00
	Both sides of Notre Dame gym	\$80.00	\$22.00	\$102.00
	iv. St. Joseph Fieldhouse (per court)	\$50.00	\$22.00	\$72.00
	All 3 courts	\$150.00	\$22.00	\$172.00
	v. St. Joseph change rooms (City of Red Der)	\$20.00	\$22.00	\$42.00

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

Social & Commercial Functions (7 days per week)

		Rental Rate	School Host	Total Cost
i.	Classroom Area (Gathering area, Cafeteria)	\$58.00	\$22.00	\$80.00
ii.	Additional Areas			\$40.00
iii.	Specialty Areas (Gym, Auditorium, CTS)	\$80.00	\$22.00	\$102.00
	Both sides of Notre Dame gym	\$160.00	\$22.00	\$182.00
iv.	St. Joseph Fieldhouse (per court)	\$80.00	\$22.00	\$102.00
	All 3 courts	\$240.00	\$22.00	\$262.00
v.	St. Joseph change rooms (City of Red Der)	\$30.00	\$22.00	\$52.00

Note: \$500.00 damage deposit is required

(Hourly rate includes Host's fee - Division staff may act as Host for a reduction of \$22.00 per hour - Principal and Division approval is required)

* Gymnasium spaces larger than 1000 m² will be rented per half gym EG Notre Dame High School Gym

School-sponsored & Parish-sponsored Programs

(Host is provided for parish events. School-sponsored events are school costs if Host is required) No Charge

Joint Use Functions

Programs qualifying under the Joint Use Agreement No Charge
Regular rates apply for any weekend bookings

School Host (when required) \$22.00 per hour

Note: All rates are subject to GST