



*"Inspire learners, Integrate sustainability,  
Involve community"*

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## SCHOOL DISTRICT NO. 64

### PROCEDURE 6850

### Public Use of School/District Property

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Section: Finances and Facilities

Dates of Revisions: 1994, June 13, 2018

Date of Adoption and

Resolution Number: April 13, 2022 - 31/22

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#### **Preamble:**

1. The Board of Education has established policy to ensure care and control over district property, and to encourage and facilitate community use of school buildings, playing fields and equipment.
2. This procedure fully recognizes all existing joint use agreements. It covers areas where no agreement exists, or where conditions are not covered by an allocation committee or hall committee.

#### **Public Use of School Facilities:**

1. The administration of this procedure shall be the responsibility of:
  - a. Pender and Galiano Activity Centres - see Joint Use Agreements;
  - b. Salt Spring Island -see Joint Use Agreement with CRD Parks & Recreation Commission.
  - c. Mayne Island Activity Centre - Principal
  - d. other district schools -Principal
2. Designated School Board employees and designated Parks and Recreation Commission staff are fully empowered to act as the Board's representatives to ensure that this procedure is followed.
3. The person most responsible for any user group must be 19 years of age or older.
4. All applications for use of school facilities on Salt Spring Island to be made through the school board office at 112 Rainbow Road, Salt Spring Island and otherwise through the local school.

5. In order to ensure full and efficient use of facilities, the Board reserves the right to:
  - a. refuse or to cancel permits where, in its opinion, the attendance does not warrant use of such a facility;
  - b. to add, delete, or amend regulations at any time or to terminate any permit immediately for cause.
  - c. to cancel, suspend, or postpone any and all permits when such facilities are required for school sponsored activities, provided a minimum of seven (7) days' notice is given to the permit holder.
  - d. to suspend all bookings for school or community use of district facilities based on public health and safety considerations.
  - e. to cancel any permit without notice where, in the opinion of the Board,
    - i. the level of activity supervision is deemed by the Board to be inadequate, or
    - ii. the facility or playing field is unfit for use because it requires maintenance or repair or, in the case of playing fields, because of inclement weather.
6. The School Board reserves the right to require any group to transfer from one facility to another if the need arises.
7. Bookings will be made subject to the following priorities:
  - a. School/Board Activities, including community education programs endorsed by the Board;
  - b. Governmental Organizations – Public Health Authority and Elections Canada/BC;
  - c. Youth not-for-profit activities, with appropriate adult supervision;
  - d. Youth for-profit activities, with appropriate adult supervision;
  - e. Adult not-for-profit activities;
  - f. Commercial and private use.
8. The person or committee responsible for overseeing public use of school facilities will record and report all extra labour costs associated with use, to facilitate payment by the user group.
9. On school days, a district employee must be on duty at all times when school buildings are in use after school hours. The extent to which schools are used during weekends and vacation periods shall be determined on a school by school basis. During non school hours a district employee or district approved user (procedure form 6850-5) must be in attendance and responsible for the duration of the event.

**10. All groups using school facilities:**

- a. shall plan for and provide a level of adult supervision appropriate to the activity and those involved.
- b. are required to obey all regulations established by the Board and, in addition, school regulations as determined by the respective Principal;
- c. must limit use to the activity or activities for which permission is granted.

**11. During any approved event, the permit holder or their pre-approved designate**

- a. will make themselves known to the on-site district employee;
- b. will enforce all Board regulations concerning the use of school facilities and playing fields;
- c. will ensure users comply with Provincial and Salt Spring Island Fire Protection District by-laws and regulations
- d. is responsible for the admission, actions and behavior of all participants and/or spectators;
- e. will ensure that
  - i. the specified days and times are adhered to, and
  - ii. that any schedule changes are pre- approved;
  - iii. parking is limited to specified parking lots and does not block fire lanes;
  - iv. there is no inappropriate substance use/misuse while on district property, consistent with district Policy 310 (section 2).
- f. limit activities and participants to the areas assigned to the group;
- g. provide access only to the areas covered by the permit;
- h. ensure that there is no alteration of, or fastening of anything to, any building
- i. take any reasonable action that may be required for the preservation of the School Board property.
- j. report any damage noted by, or caused by groups, must be reported as soon as possible to the designated Board employee and/or designated supervisor of the activity. If damage could cause injury to others it should be reported immediately.
- k. remain in attendance during the entire period indicated on the permit and/or until such time as all participants have vacated the premises.

1. ensure that buildings are vacated by 10:30 p.m. unless special arrangements have been approved.

**12.** With respect to use involving performances before an audience:

- a. stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used, consistent with 11 (h) above;
- b. no connection to electrical panels will be permitted without prior approval unless
  - i. the work will be done by a designated Board employee;
  - ii. equipment connected to the panel will be operated by qualified persons, who have been approved by a designated Board employee.
- c. the use of electronically amplified instruments will be allowed, but may be subject of sound level limitations;
- d. no advertising in connection with any production or functions is to be displayed on or affixed to any part of school grounds or premises without prior approval;
- e. All persons using school facilities for social or non-educational events using paid professional musicians or stage performers shall hold the Board blameless in any action that may arise in the collection of copyright royalties through the Copyright Act of Canada.

**13.** Designated gymnasias may be used:

- a. for indoor practice games of soccer, lacrosse, softball, baseball, football, field hockey or other activity when indoor balls and equipment are utilized;
- b. provided that
  - i. activities (such as archery or rollerblading) will not result in damage to or marking of the facility ;
  - ii. users change out of their street or “outside” shoes, into shoes with non-marking soles.

**14.** Temporary space for storage may be provided, with prior approval of a designated Board employee, on the understanding that the Board will not be responsible for any lost or stolen property stored on school district property.

**15.** As a condition of use, the user agrees:

- a. that there is no warrant, express or implied, on the part of the School Board as to the suitability or condition of the facilities;
- b. to indemnify and save harmless, the Board from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of this permit and to provide, on request,

evidence of financial responsibility (i.e. carrying of appropriate liability insurance) that in the event of cancellation or revocation by the Board, he shall have no claim or right to damage, or expenses whatsoever arising out of said revocation or cancellation.

**Furniture and Equipment:**

1. The care and control of school equipment is delegated to the principal of the school concerned or, in the case of other equipment, district office staff.
2. Furniture and equipment may be supplied upon written approval of a designated school board employee. The request for such equipment shall be made at the time of booking and shall be indicated on the booking permit.
3. Equipment is provided, first and foremost, to support the approved programs of the District. Priorities for use of equipment are:
  - a. delivery of educational programs to district students;
  - b. community education programs;
  - c. use by local non-profit community organizations.
4. Equipment may be loaned to responsible, non-profit, public and community-based groups subject to prompt return in good condition; it is not available for loan to individuals or for profit making activities.
5. School furniture may be rented to organizations for use on non-school property with written permission of a designated School Board employee.

**Rate Schedule for Community Use of School Facilities:**

1. As compensation for the use of a facility, a user shall pay the Board
  - a. the sum of the current rental rate, plus
  - b. excess custodial service costs, if any, plus
  - c. the cost to repair or replace any loss or damage to property owned by the Board where such loss or damage occurs due to the occupancy of the Board's premises.
2. The Schedule of Rates, included in procedure form 6850-1 shall be reviewed for regional reasonability and the changes will be approved by the Secretary Treasurer, prior to September of each school year.

3. Charges as set out in the Schedule of Rates apply when custodians are on regular duty in the school. An additional charge will be made to all groups for custodial service at other times, at the actual cost of providing this service. This cost would be based upon overtime rates as stipulated in the contract with the district support group.

**References:**

- Policies 203, 205, 310