

USE OF SCHOOL FACILITIES

Background

HPSD believes that school facilities should be available for use by organizations and the general public when not required for instructional purposes. Such use is referred to as "Use of School Facilities" within this Administrative Procedure.

Procedures

1. Priority for Use of School Facilities

- 1.1. The following order of priority will be used when determining use of school facilities:
 - 1.1.1. regular school activities including curricular and extra-curricular school sponsored activities.
 - 1.1.2. school affiliated parent committees.
 - 1.1.3. community use, whether a Joint Use Agreement is in place with the community or not.
 - 1.1.3.1. Examples: youth training groups such as Scouts and Girl Guides shall be given first priority amongst community groups.
 - 1.1.4. private functions
 - 1.1.4.1. Examples: weddings, funerals.
 - 1.1.5. commercial use.

2. Application For Use of Facilities

- 2.1. Where a Joint Use of Facilities Agreement is in place, use of school facilities shall be booked in accordance with the terms of the relevant Joint Use Agreement or a user agreement.
- 2.2. For all applications for Use of Facilities:
 - 2.2.1. the person or organization desiring the use of facilities must apply in writing to the school by completing the "Agreement for Public Use of School Facilities" (Form 501).
 - 2.2.2. applications for the Use of the Facilities should provide adequate notice prior to the actual time the use is desired. All agreements for public use of a facility are of a tentative nature until 30 days before the event, at which time the school shall confirm the booking.
 - 2.2.3. any organization submitting an application to use facilities must appoint a member of the organization to act as its representative. The representative shall be held responsible by HPSP in such matters as arrangement of hours, payment of rent, possible damage and any other conditions set out regarding care and supervision of the facilities.
 - 2.2.4. where applicable, the total damage deposit is due and payable to HPSP upon application to reserve facilities.

3. Supervision and Custodial Service

- 3.1. Supervision of curricular and/or extra-curricular school activities shall be by members of the teaching staff, approved lay coaches, or by persons approved by the Superintendent.
- 3.2. The custodian must be present in the school when meetings of school affiliated parent committees are held outside regular school hours.
- 3.3. For community, private, or commercial use, the supervision requirements shall be determined by the Principal at the time that rental use is approved.
- 3.4. Keys to the school will not be distributed to any group. The school shall be opened by staff members or custodians.

4. Administration of The Use of School Facilities

- 4.1. Money collected for the rental of school facilities will be credited to the school account and the school will be responsible for the costs such as additional cleaning charges. These funds could then be used to offset the costs for students using other facilities in the community.

5. General Regulations

- 5.1. Smoking is prohibited in all HPSP facilities and grounds, unless in a designated outside area approved by the Principal (AP 173 1.2.1, 1.2.2)
- 5.2. The consumption of alcohol is prohibited in all HPSP facilities and grounds.
- 5.3. Rental shall be restricted to the areas set out on the application and immediate halls and adjacent washroom facilities.

- 5.4. Fire regulations must be adhered to at all times. Only fireproof or fire-resistant materials may be used in decorating.
- 5.5. Should the school's Automated External Defibrillator (AED) be used, whether for a medical emergency or not, this use will be reported to the Principal.
- 5.6. Requests for any adjustments or modifications to lighting, heating, or ventilating systems shall be made through the Principal well before the event. Only HPSPD employees or contractors hired by HPSPD may make such modifications.
- 5.7. The number of persons attending an event shall not exceed the number posted for each gymnasium for various events.
- 5.8. Schools may be used during July and August provided custodians are available and such use does not interfere with maintenance of the building.
- 5.9. Appropriate non-marking footwear shall be worn for sports activities in gymnasiums.
- 5.10. The Principal has the authority to designate when the school or portions thereof and its equipment may be used.
- 5.11. All user groups (including staff members using the school for non-instruction purposes) must complete Form 501 and submit it to the Principal when requesting to use the facility.
- 5.12. If the proposed activity requires the Instructor to be certified, proof of certification must accompany Form 501 in order to use the school.

6. HPSPD School Sponsored Events

- 6.1. There will be no rental charges for any HPSPD School sponsored events.
- 6.2. Events where a HPSPD school and a commercial group co-sponsor an activity where only a percentage of the money is given to the school are considered commercial and rent is to be charged, e.g. Rock Groups, Harlem Clown, etc.
- 6.3. Events where staff have permission from the Principal to use the school after hours for non-instructional activities will not be charged rent if all participants are staff members. If members of the general public attend this activity, it is considered to be a private group.

7. Non-HPSPD Instructors Providing Private Lessons

- 7.1. Non-HPSPD Instructors who wish to use the school facility in order to provide private lessons such as piano lessons to HPSPD students on a pull-out basis, must seek approval from the Principal.
- 7.2. Non-HPSPD Instructors must provide a Criminal Record Check to the Principal prior to being approved.
- 7.3. Non-HPSPD Instructors will have an arrangement between themselves and the parent/guardian of HPSPD students and will receive payment directly from the parent.
- 7.4. Parents will request from the Principal, in writing, that their child participate in their private lessons during recess breaks, lunch breaks, directly after or before school, or during specific school subjects and this request must be approved by the Principal in writing each school year.
- 7.5. Non-HPSPD Instructors will only receive approval from the Principal to use HPSPD facilities if facilities are available and if the Instructor agrees to provide a donation in-kind to the school.
 - 7.5.1. This donation must be agreed to by the Principal in advance and may take several forms such as the cost for piano tuning, a donation of time such as playing piano for school concerts or events, leading extra-curricular choir, or other types of donation.
- 7.6. Multiple Non-HPSPD Instructors may apply to use the school facility.
- 7.7. Section 7 only applies to private lessons being offered to HPSPD students.

8. Use of School Facility Rental Fees

- 8.1. Refer to Section 3 of Administrative Procedure 510 – Appendix II – Transportation, Subsistence and Facility Rates

HPSD Form

Administrative Form 501 - Use of School Facilities

References

Education Act, Section 53

Alberta Gaming and Liquor Commission

Cross Reference

Administrative Procedure 510 – Appendix II – Transportation, Subsistence and Facility Rates

Administrative Procedure 173 - Smoke, Vape and Tobacco Use