Administrative Procedure 625

COMMUNITY USE & RENTAL OF SCHOOL FACILITIES

Background

The Division is prepared to make school division facilities available to the community during the school year (September to June), and at times when the facilities are not required for educational or extra-curricular programming. In exceptional circumstances, school division facilities may be made available during the months of July and August.

The primary objective of the Division is to provide for the needs of students attending school within the Division. Facilities owned by the Board are not meant to be in competition with similar commercial or community facilities within the school division. The use of school facilities shall be administered in accordance with the Use of School Facilities Manual SRPSD Rental Manual.

Procedures

1. The Superintendent of Facilities shall prepare a Rental of Facilities Manual that will be used to govern all facility rentals in the school division. The manual shall include the following:
   1.1 Regulations governing the rental and/or use of school facilities;
   1.2 Administrative procedures;
   1.3 Rental rates.

2. The Division may enter into agreements with School Community Councils to manage facility usage and rentals where such facilities serve as the only facility where community events may be held in the community.

Reference: Section 85.1 (x), *The Education Act, 1995*

Approved: May 12, 2014