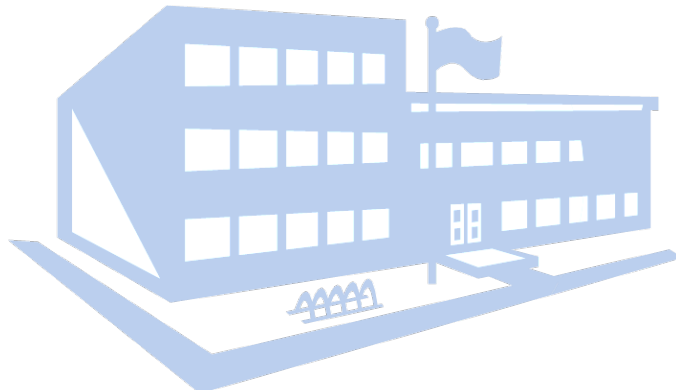




Facility Rental Manual



December 2014

RENTAL FEE STRUCTURE

A. ALL GROUPS

- Key Deposit \$50.00
- Caretaking (if required) Actual Cost
- Security (if required) Actual Cost

B. EXEMPT GROUPS

- All Usage No Charge

C. COMMUNITY BASED SPORTS, RECREATION AND CULTURE GROUPS

<u>Facility</u>	<u>Hourly</u>	<u>Per Day/Use</u>
Gymnasium – Large	\$40.00	\$250.00
Gymnasium – Small	\$25.00	\$125.00
Carlton Cafetorium		\$300.00
Carlton Lecture Theatre		\$100.00
Carlton Fitness Centre	\$40.00	\$250.00
Classroom		\$ 25.00

D. OTHER GROUPS OR INDIVIDUALS

<u>Facility</u>	<u>Per Day/Use</u>
Gymnasium – Large	\$350.00
Gymnasium – Small	\$200.00
Carlton Cafetorium	\$400.00
Carlton Lecture Theatre	\$175.00
Carlton Fitness Centre	\$350.00
Classroom	\$ 50.00

E. G.S.T. IS CHARGED ON ALL RENTALS

INTRODUCTION

The Board of Education encourages the maximum usage of its school facilities pending the approval of the principal.

The Board is not in competition with commercial facilities. The Board does not make space available for commercial or monetary gain to individuals or organizations not associated with the school. The Board does not make its buildings available, except in extenuating circumstances, for private social functions. For the most part, permits are limited to groups seeking to promote the educational, cultural and recreational side of community life, and in particular, to serve the needs and interests of the young people of the community.

The Board expects users to take good care of the premises. Cost of repair of any damages beyond normal wear will be charged to the users.

All groups must complete [School Facilities Rental Usage Form](#) which provides contact information and any conditions agreed upon by the users and the principal. All groups must identify a primary and alternate contact person, and one of these individuals must be present for the full time period of the approved event.

ADMINISTRATIVE PROCEDURES

Authority to make schools available for use outside school hours is vested in the principal, under the general direction of the Chief Financial Officer, Director of Education or designate, and policies as set forth by the Board of Education.

Application Procedures

1. Applications for the use of a school facility shall be made to the principal using the [School Facilities Rental Usage Form](#). This form provides contact information and any conditions agreed upon by the users and the principal.
2. Application should be made 10 days prior to the rental date, with discretion left to the principal on short notice applications.
3. The principal should contact the Chief Financial Officer if he/she has any questions or concerns with respect to rentals.
4. When the rental is approved, the principal shall:
 - a) Forward a completed copy of the rental application to the Education Centre for billing purposes.
 - b) Obtain a \$50.00 key deposit (if required) in advance of the rental.

5. Applications may be cancelled by the applicant up to 48 hours before the rental time without penalty. If, however, a rental is cancelled during the last 48 hours before the rental time, the applicant is expected to pay any incurred expenses.
6. Permits are issued with the understanding that the needs of the school take priority over the needs of renting parties. If the school authorities should require the building for school use, the permit may be changed or cancelled to accommodate the needs of the school. The right is reserved for the principal or the Director of Education or designate to cancel any permit at any time and no claim whatsoever shall be made for damages or reimbursement as a result of this action.
7. Permits for the use of school facilities for Church services will be issued in September. Requests to use schools as regular meeting places for Church services beyond a period of one year will involve a negotiated contract between the Director of Education or designate and the Church. This same regulation shall apply to other organizations requesting the regular and continuous use of schools for more than one year.
8. The Board of Education reserves the right to refuse any application for the use of school buildings or school grounds.
9. After the rental has occurred, the principal shall ensure that the facility is inspected and inform the staff at the Education Centre if additional charges are to be applied for caretaking, vandalism or theft.

General & Specific Procedures

1. Care of facilities is vested in the principal, who has the authority to set parameters for the use of the school facility. The Board of Education reserves the right to charge additional sums for any damages, additional caretaking cost, or security costs.
2. The user is fully responsible for the care and safety of the participants. The adult contact person or the alternate contact person whose names appear on the rental form must be present at all times.
3. Supervision by rental party of all children's and young people's activities is required in all areas occupied, and is a condition of granting permission to use the school.
4. Schools will not be rented during school hours or school holidays unless approval is granted by the Director of Education or designate.
5. School authorities shall have right of access to rented spaces at all times.

RESTRICTIONS

1. The Board of Education will not rent libraries, classrooms, computer labs, or specialized program areas to the public without school personnel supervision.
2. The use of school facilities and equipment by staff for non-school related activities is not permitted unless properly booked and approved using proper procedures. The use of school division facilities for personal purposes is not allowed.
3. Although school buildings may be rented to users where bingo, raffles, and other games of chance may form all or part of the program, it is expected that the activities carried on shall not be offensive to the school staff or community or be in conflict with the laws of the land.
4. With the exception of Joint Use Facilities, the drinking of alcoholic beverages in schools is forbidden. (Joint Facilities as of October 22, 1997 include Meath Park, Wild Rose, East Central, Osborne and West Central Schools.)
5. No food or beverages shall be consumed in other than approved areas.
6. No structure shall be erected by users in school buildings without the approval of the principal, and if such structures interfere with the basic structure of the building, the approval of the Superintendent of Facilities shall be obtained.
7. No alterations are allowed to school facilities to accommodate rental requirements; specifically, no electrical circuit or electrical controls shall be changed without the approval of the Superintendent of Facilities.
8. Vehicular traffic on school grounds is prohibited, except in approved parking areas. If, for the purpose of servicing premises or making deliveries to schools, a motor vehicle must enter school grounds, it shall be driven on school property only when adequate precautions are taken to ensure safety for anyone who may be in or near the path of the vehicle. The Board of Education authorizes the City of Prince Albert Police Services and R.C.M.P. Detachments to take appropriate action with anyone who contravenes the foregoing regulation.
9. Storage facilities will not be provided for renting parties.
10. School equipment other than gym standards and floor hockey nets will not be supplied. Groups renting school facilities must supply all other equipment (audio-visual, nets, or sports equipment) required for their use.

11. Tables, chairs and other furniture shall not be moved from one area of the school to another without the approval of the principal.
12. The applicant will protect, indemnify and save harmless the Board from all claims for damages that may arise from damage to school property, injury to persons, evasion of taxation responsibilities, infringement of royalty rights, any copyright, slander, sedition or subversion or other such claims which may occur as a result of activities or programs during rentals.

If deemed necessary, users may be required, at their own expense, to maintain tenant and third party liability insurance coverage of not less than \$2,000,000, naming and stating the Board's interest therein. In such instances, a certified copy of the policy must be provided to the Board prior to the commencement of the activity.

13. Admission fees may be charged if stipulated in the permit.
14. All buildings belonging to the School Division are designated as smoke-free, and as such, no smoking is permitted in the School Division buildings.
15. All rentals are governed by Fire and Public Health Facility Guidelines of the municipality, province and the Board of Education.
16. Gymnasias are rented for gym approved activities, primarily, volleyball, basketball, softball, floor hockey, indoor soccer, badminton, general fitness, dances, aerobics, wrestling.
17. Board security personnel shall be employed for all gymnasium rentals or tournaments at Carlton Comprehensive High School. The renter or group using the gymnasium will be responsible for payment of security costs incurred. The Superintendent of Facilities will make arrangements for security requirements.

USE OF SCHOOL FACILITIES WITHOUT CHARGE

The following are not subject to a rental fee for the use of buildings or grounds when a caretaker or when a voluntary adult approved of by the principal is on duty:

1. Activities that are organized by the "*school community*". School community is defined as the individuals and organizations that are resident in the attendance area established for each school in the division. School community use shall be restricted to those events that:
 - a) are intended for the benefit of the School community.
 - b) are not held to generate a profit for benefit of individuals or businesses.
 - c) serve the interests of children in the community and school division.
 - d) do not offer or provide a service that is available in the community.

2. Activities sponsored by such recognized organizations as the City's Community Services Committee, Brownies, Guides, Clubs, Scouts, and any approved non-profit organization intended primarily for the benefit of the children and families of the school community. Applications for exempt status must be made to the principal.
3. Any activity which forms part of the school's program, including extra-curricular activities, fund raising projects and special school functions sponsored by the school.
4. Meetings and gatherings of employees of the Board of Education and their respective professional or union organizations.
5. Athletic and recreational program groups which promote youth and school activities and where 75% of the proceeds collected are expended for the welfare of the pupils of the school division or for charitable purposes. Typical uses are conducted in gymnasiums and outdoor facilities such as fields.
6. Parent and Community Advisory Committee meetings, including fundraising and recreational activities.
7. Educational meetings mainly involving the Board's own staff and sponsored by the Prince Albert and Area Teachers' Association, the Saskatchewan Teachers' Federation, the University of Saskatchewan, the Saskatchewan School Boards' Association, and Saskatchewan Learning.
8. Political meetings by federal, provincial, municipal candidates or all-candidate type meetings sponsored by non-political organizations (upon approval of application).
9. The principal shall keep ongoing records on the use of facilities by these groups.