

# Sunrise School Division

Divisional Procedure

Procedure Number – 3100

Procedure Title	Procedure – Community Use of Schools		
Date of Issue	January 21, 2003	Related Procedure	
Revision Dates		Related Forms	
Review Date	January 21, 2005	Originator	Board of Trustees

## Procedure

The Board will make available to the residents of the Sunrise School Division, its schools and facilities. This availability will be made with the provision that there is no additional cost to the Board. The use of such facilities will not impact the regular or after-hours school programs. All school-related functions shall have priority over rentals. All rentals or leases will be arranged through the School Principal.

## Guidelines

1. School programs have priority use of all school facilities.
2. Each School Principal shall develop rules for the use of individual school facilities. In emergency situations such use may be authorized by the Superintendent's Department.
3. School facilities will not be made available for activities or programs intended for personal/commercial gain.
4. Smoking, alcoholic beverages, and/or illicit substances are not permitted in Sunrise School Division schools.
5. Community Use of Schools carries with it the obligation by the user to accept responsibility for loss or damage and to make good that obligation, should it occur.
6. Where user groups desire summer use of our schools, they may be requested to post a \$300 damage deposit with the Secretary-Treasurer to cover possible damages or losses.
7. With the exception of #6 above, rental fees shall be set by the School Principal, but in no case shall exceed the following scale. The Principal has the authority to waive fees as long as the facility usage will not cause the Division to incur a cost.

Charges for use of facilities will be in accordance with the following schedule:

		<b><i>Scheduling Fee</i></b>	<b><i>Custodial Fee</i></b>	<b><i>Rental Fee</i></b>
		(\$50.00)	(Actual Hourly Rates, if required)	(short-term - \$20.00 / hour)
a)	<b><i>School Programs/ Activities for Students</i></b>	N/A	N/A	N/A
b)	<b><i>School Division Programs/ Activities (Continuing Education, etc.)</i></b>	N/A	N/A	N/A
c)	<b><i>Community School/ Recreation Programs</i></b>	Yes	Yes	N/A
d)	<b><i>Long-Term Users: Before and After School Programs, School Age Centres, Nursery Schools, the Sunrise Teachers' Association, Literacy Centres, etc.</i></b>	Yes	Yes	N/A
e)	<b><i>Community Organizations (Boy Scouts, Girl Guides, Clubs, Rangers, Brownies, St. John's Ambulance, Cadets, 4-H, Bands, Orchestras, etc.)</i></b>	Yes	Yes	N/A
f)	<b><i>General Public (Political Groups, Interest Groups, for profit Groups)</i></b>	Yes	Yes	\$20.00/hour