

Sunrise School Division

Divisional Procedure

Procedure Number - 3110

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|-----------------|---|-------------------|-------------------|
| Procedure Title | Procedure – Sunrise Education Centre - Gym | | |
| Date of Issue | February 3, 2005 | Related Procedure | |
| Revision Dates | | Related Forms | |
| Review Date | 2006 | Originator | Board of Trustees |
| | | | |

Procedure

The Board will make available to the residents of the Sunrise School Division the Board Gymnasium. This availability will be made with the provision that there is no additional cost to the Board. All rentals or leases will be arranged through the Sunrise School Division Board Office.

Guidelines

1. The Board Office Gymnasium will be available to all community users on a first come first serve basis.
2. The Sunrise School Division's Physical Education Committee shall develop rules for the use of the gymnasium.
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 as presented in the following table.
8. Any user groups that fall under category (f) will only be registered if the Sunrise School Division receives a referral from the Sun Gro Center.

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

| | | <i>Scheduling Fee</i> | <i>Custodial Fee</i> | <i>Rental Fee</i> |
|----|---|------------------------------|------------------------------------|---------------------------------------|
| | | (\$50.00) | (Actual Hourly Rates, if required) | (\$8.75 / hour plus applicable taxes) |
| a) | <i>School Programs/ Activities for Students</i> | N/A | No | No |
| b) | <i>School Division Programs/ Activities (Continuing Education, etc.)</i> | N/A | No | No |
| c) | <i>Community School/ Recreation Programs</i> | N/A | No | No |
| d) | <i>Long-Term Users: Before and After School Programs, School Age Centres, Nursery Schools, the Sunrise Teachers' Association, Literacy Centres, etc.</i> | N/A | Yes | Yes |
| e) | <i>Community Organizations (Boy Scouts, Girl Guides, Clubs, Rangers, Brownies, St. John's Ambulance, Cadets, 4-H, Bands, Orchestras, etc.)</i> | N/A | Yes | Yes |
| f) | <i>General Public (Political Groups, Interest Groups, for profit Groups)</i> | N/A | Yes | Yes |