
COMMUNITY USE OF SCHOOL FACILITIES

School facilities may be rented by individuals or community organizations at rates that vary according to the facility requested.

School activities have priority in the use of school facilities.

The Division will allow one evening per week gymnasium time within our schools, free of charge, to student organized activities, providing supervision is identified and janitorial services are available or are arranged for the time of the activity. The time for this activity period normally will be from after school until 9:00 p.m. In order to be considered under the A Free Night Designation, an activity must be offered free of charge to students unless a recoverable materials fee is required. Teams or clubs that have try-outs and cut students do not qualify under the A Free Night Designation.

Rental fees may be waived by the Superintendent where participants are Division students and other stipulations of the policy are met.

Rentals – Continuing Education

The Swan Valley School Division recognizes the value of access to Continuing

Education for students and adults. Therefore, the use of school facilities required by the institution seeking to offer the educational program, whether it be classified as basic skill upgrading, vocational or career courses, farm courses, etc., shall be provided for a reasonable fee.

Summer Use of Classrooms

Classrooms may be used free of charge by youth-oriented groups during the summer vacation period. The school must be left in the same condition as when first occupied. The approval process will involve the consultation and consent of the Principal of the school involved and the Maintenance Supervisor. The Board of Trustees shall be informed and/or consulted when it is deemed appropriate.

Rental of School Maintenance Equipment

Division Maintenance equipment may be rented by municipalities at an hourly rate. A School Division employee must operate the equipment.

Rental of Auditorium Chairs

The established rate of chair rental is \$ 1.00 per chair. This nominal charge is to compensate for minor repairs. Excessive damage, in the judgment of school authorities, shall be evaluated and assessed against the organization.

Rental or Loan of School Equipment

Except as allowed, equipment owned by the School Division shall not be loaned or rented to any person or organization unless done so by the express permission of the Board granted by resolution at a duly constituted meeting.

Notwithstanding this restriction, equipment may be loaned or rented, by permission, to an organization if a School Division employee member of said organization is prepared to operate the equipment and be responsible personally for any damage which may accrue. The employee shall be responsible also for transporting the equipment to and from the place of use.

Use of School Facilities – Parent Council

Executive Committees of duly elected and recognized Parent Councils are allowed free use of their respective school rooms and/or ancillary school room facilities provided that janitorial services beyond those provided on a regular basis are not required.

Meetings called by the Parent Council will be allowed free use of their respective school room and/or ancillary room facilities provided that janitorial services beyond those provided on a regular basis are not required.

School areas used for meetings herein described must be left, in the opinion of the Board or its designated employee, in a state of order and cleanliness as deemed acceptable. Any extra duties required of a custodian before or after a meeting will be assessed against the Parent Council at the rate per hour currently in effect relative to such custodial duties.

Rental of Cafeteria

No organization will be allowed to bring its own food when renting the cafeteria except by special permission of the Superintendent. Any meals served must be arranged through the Culinary Instructor and the Principal of the school.

Community Use of Schools in an Emergency

A community requesting a key to the local school(s) for emergency purposes shall be supplied one key to the exterior door of the school or schools. The key will be given to a member of the Town Council or its designate upon receipt of a signed statement assuming absolute responsibility for the keys security and after instruction as to operation of the school's security system.

The key must be kept in a place not accessible to any unauthorized person.

Community Use of Schools & AP: 704 Weather Related Emergencies

Community use of school facilities shall be subject to all weather-related decisions and closures made in accordance with Administrative Procedure: 704 Weather Related Emergencies. When bus transportation is cancelled, schools are closed, or weather conditions are deemed unsafe by the Division, community use of school facilities may be cancelled, restricted, or prohibited, even if schools remain open for instructional purposes. The Division reserves the right to cancel or deny access to facilities for community users when weather conditions pose a risk to the safety of participants, the ability to safely staff, supervise, or secure the facility, or safe travel conditions for staff or users.

Decisions related to weather-related cancellations of community use shall be final and may be made on a school-specific, regional, or division-wide basis. No facility rental fees shall be charged for community use cancellations that result directly from weather-related decisions under AP: 704.

Audio-Visual Technical Support, Custodial Support, and Maintenance Support

When user groups rent our facilities and need support for site usage, the Division will charge an additional fee for labor costs incurred outside of our employees' normal working hours. Staff will be given the option to accept or deny these hours, which may determine if the Division can offer services related to custodians, maintenance, kitchen supervision, audio-visual or auditorium management assistance, and any other services related to the facility requiring Divisional support.

User Group Insurance

All user groups must obtain or provide proof of liability insurance for their activities. Groups or individuals running organized or higher risk activities such as using the gym for sports, sponsoring an event or function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and require liability insurance coverage to protect themselves from lawsuits for injuries (minimum \$2,000,000 coverage recommended). Insurance coverage can be obtained at <https://msba.instantriskcoverage.com/login>

SVSD RENTALS	RATES	GYMNASIUM			MULTIPURPOSE ROOM	
		SVRSS	ESRSS	Other Schools	SVRSS	ESRSS
School Activities	Flat	NIL	NIL	NIL	NIL	NIL
	Hourly	NIL	NIL	NIL	NIL	NIL
Local Organization <i>Not charging admission or requiring equipment (e.g. Birthday Party)</i>	Flat	39.00	33.00	27.00	33.00	27.00
	Hourly	13.00	11.00	9.00	11.00	9.00
Local Organization <i>with Silver Collection</i>	Flat	75.00	60.00	45.00	60.00	36.00
	Hourly	25.00	20.00	15.00	20.00	12.00
Local Organization <i>Charging admission and requiring equipment</i>	Flat	150.00	75.00	60.00	75.00	45.00
	Hourly	50.00	25.00	20.00	25.00	15.00
Political Meetings, Church Services and Conventions	Flat	150.00	75.00	60.00		
	Hourly	50.00	25.00	20.00		
All Other Rentals	Flat	270.00	180.00	105.00		
	Hourly	90.00	60.00	35.00		
Cafeteria Rental	Flat	45.00				
	Hourly	15.00				
OTHER RENTALS						
Classroom Rental	Flat	15.00				
	Hourly	5.00				
Sports Equipment	Flat	5.00				
Chairs and Tables	Flat	15.00				
Technology/Audio-Visual & Other Equipment <i>Assistance required for setup</i>	Flat	50.00				
Technology/Audio-Visual & Other Equipment <i>Assistance required for setup and SVSD Staff Support (3 hr. min)</i>	Flat	150.00				
	Hourly	50.00				
Chairs (Off-Campus Use)	Flat	1.00 per chair				

Flat Rate - Based on any rental up to 3 hours.

Hourly Rate - Charged for any hour or portion thereof after the 3-hour rental.