Beautiful Plains School Division

Permit for Use of School Facilities

The Division acknowledges that school facilities are an integral part of the community and has developed this user permit and policy to manage and reduce the risk of injury to persons using school facilities or grounds. The BPSD has developed this permit and policy in order to:

- establish rules of use and operation of school facilities by outside individuals and user groups
- promote safe, responsible use of these facilities
- reduce the risk if injuries, property damage and subsequent liability risk
- **the hourly rental fee is $55.^{00}** for use outside of regular custodial hours
- **additional fees will apply to groups as per Policy F.B.A.**

BPSD requires that the users (applicants) demonstrate to the Division that there will be sufficient controls in place to follow the conditions as outlined in the addendum to Policy F.B.A. (attached)

It is to the benefit of the user (applicant) wishing to use school property to take all reasonable steps to reduce the risk of injury or property damage.

LIABILITY

Small groups holding low-risk functions such as meetings, conference, hall-walkers, square dancing and similar functions may be vulnerable to lawsuits for injuries that arise out of their activities. User groups and their organizers are not covered under the school board's liability insurance, and should consider obtaining liability insurance for their activities, or confirm with their insurance broker that they are covered under their home owner's insurance policy.

Individuals or groups running organized or higher risk activities such as using the gym for sports, using the shop area, using athletic field(s) for sports or sponsoring an event/function where tickets are sold, or where attendance exceeds 150 persons, face greater risk and should therefore ensure they have liability insurance coverage to protect themselves from lawsuits for injuries (a minimum of $2,000,000 coverage is recommended). Various outside groups have access to liability insurance from their parent organizations such as Soccer Manitoba, Sport Manitoba, Boy Scouts, 4-H, etc. Please attach correspondence to this application from the parent organization indicating the level of insurance coverage.

Local recreation groups participating in high risk activities shall organize through the local recreation/leisure services office to ensure liability coverage.

Those groups who are unable to obtain liability coverage for high risk activities can contact the Division Office at 476-2388 for additional information.

School Requested:	**Date Issued:**
Community Organization:	
Name of Contact Person: ***(person who will be present at activity)***	**Tel. #:**
Address: ***(include Postal Code)***	**Email:**
Dates Required:	
Time: ***a.m.***	***p.m.***
Particulars of Activity/Names of Supervisors:	
Age of Participants: ***(students/adults)***	**Number of Participants Expected:**

See Reverse →

Requirements *(Facilities/Equipment if any)*		**For Restricted Areas** *(Shops, Food Prep, Kiln Operation, Gym, Labs, etc.)*	
❑ Gymnasium	❑ Music Room	**Qualifications checked and Safety Procedures reviewed**	❑ **YES** ❑ **NO**
❑ Classroom #	❑ Equipment *(specify quantity)*		
❑ Multi-purpose	❑ Showers and/or Change Rooms		
❑ Other (specify)			

PERMIT HOLDER INDEMNIFICATION AND SIGNATURE:

This is to certify that (I) (my organization), acknowledge the attached "Principles of Use" and "Conditions and Restrictions" guidelines, will provide and be responsible for adequate adult supervision and the security of school property, and will abide by all rules and regulations as established from time to time by the school and/or division. I agree to pay for any damages incurred to property and/or equipment and to pay fees as outlined to me. The permit holder will protect, indemnify and hold harmless the BEAUTIFUL PLAINS SCHOOL DIVISION and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder.

_____	_____	_____
Address	***Tel. No.***	***Name of Official Organization***
_____		_____
Date		***Signature***

TO BE COMPLETED BY PRINCIPAL		
Facility has been assigned as requested: *(If NO, see Principal's Comments below)*	❑ **NO**	❑ **YES**
Rental Fee that will be charged for <u>hours not normally open</u>: _____ Hours @ $55.^{00}$ = _____		
Extra Cleaning:		
Restricted Area Qualifications and Safety Procedures Reviewed:	❑ **NO**	❑ **YES**
Equipment Maintenance Fee and Consumables:	Other Charges:	
TOTAL COST: (Rental Fees, Extra Cleaning and Equipment Rental) **$** _____		

_____ _____
Date Principal's Signature

_____ _____
Date Head Custodian's Signature

PRINCIPAL'S COMMENTS:

USE OF SCHOOL FACILITIES

The Division acknowledges that the school facilities are an integral part of the community in which they are situated and that it is reasonable to expect that the citizens of the community can use these facilities during the non-teaching hours for local, non-profit activities at a minimum of expense.

The actual use of the facilities varies greatly from one community to the next, hence arrangements to use the buildings are to be made through the local Principal.

In making these arrangements the Principals should keep in mind that the Board does not wish to enter into competition with other organizations or businesses that have premises for hire. Similarly, the Board does not want the facilities used free of charge for commercial ventures. The Board may allow use of the facilities for lessons and learning experiences that are beneficial to students of Beautiful Plains School Division.

Requests for use which is not clearly a local, non-commercial endeavour, should be referred to the Division Office so that the wishes of the Board can be determined before a decision is made.

Approved September 1, 1977
Reviewed October 18, 1994
Reviewed March 2, 1999
Revised April 6, 1999
Amended June 17, 2003
Amended April 20, 2004
Revised June 7, 2005
Revised October 21, 2008
Revised February 1, 2011
Amended June 7, 2011
Revised December 20, 2011
Revised October 15, 2013
Reviewed November 15, 2022

USE OF SCHOOL FACILITIES

PRINCIPLES OF USE

1. School buildings and grounds are constructed and maintained primarily for the education of school children of the Beautiful Plains School Division. Therefore, school activities take priority over other activities.

2. While it is policy to permit school use for public purposes, this use is a privilege and such use should not cause extra cleaning, should not interfere unduly with cleaning schedules, nor increase the net cost of school operation.

3. In granting use of school facilities, it is policy not to compete with other facilities in the area. School facilities can be made available for educational or recreational purposes.

4. A teacher or custodian who is employed by the Division and who is knowledgeable in the operation of the alarm systems is to be available in the building whenever the building is used. For school events a custodian shall be present or on call to ensure that heat and ventilation is operational, supplies are available, and to secure and clean up the school at the conclusion of the day's events. The event supervisor and custodian shall communicate to ensure the custodian can be contacted in the case of an emergency.

   A custodian is to be present at all times whenever the building is used for non-school activities.

5. Organizations or Groups using the school for non-school activities outside the custodian's regular hours for that school or on weekends will be assessed a building rental fee at a rate established by the Board. This fee is stated on the "Permit for Use of School Facilities" form.

6. An additional fee may be imposed where the building or equipment is subject to additional wear.

7. User groups are expected to use the facility responsibly. The person or organization named on the "Permit for Use of School Facilities" may be charged for damage to school property, extra cleaning or other custodial services that arise from the facility use.

8. Non school user groups shall provide supervision satisfactory to the Principal. If a program requires the use of more than one room, the organization holding the permit must provide at least one adult supervisor for each room in use. Supervisors are to be present before participants arrive.

9. Community individuals or organizations wishing to use school facilities shall complete a "Permit for Use of School Facilities" and leave it with the principal. The application for school use outside regular custodial hours, including school activities, are to be made at least twelve (12) working days prior to the event. Applications for school usage within regular custodial hours need to be submitted five (5) days in advance. The Division and schools reserve the right to deny any request and to limit the number of rooms made available for community use.

10. The Board accepts no liability for loss of property or injury to persons arising from use of school facilities.

CONDITIONS AND RESTRICTIONS

1. Specialized facilities such as Industrial Arts labs, computer labs, home economics rooms, gymnasium and art rooms will be available for community use only if;

   a) The principal and teachers who are responsible for the facility have been satisfied that any incoming instructor has qualifications to conduct the proposed activities and to use the related equipment.

   b) A condition of use for these facilities is to review necessary safety procedures with the daytime instructor.

   c) Costs associated with the use of equipment and materials will be paid for by the user.

2. Facilities will be opened ten minutes prior to the start time of the activities as provided on the permit for use. Supervisors are to arrive early to ensure participants are supervised. If supervisors do not arrive by ten minutes after the anticipated start time the activity for that day will be cancelled and the facility secured.

3. The use of facilities is to be restricted during the Christmas Break, Spring Break and summer holidays to allow for regular maintenance and renovation. School activities during these periods are to be approved by the principal. Non-school activities require Board approval.

4. Consumption of drinks and food is prohibited in gyms or auditoriums unless by special arrangement.

5. Regulation gym footwear must be worn in the gymnasium or auditoriums for specified activities.

6. For evening use, premises must be vacated by 9:30 p.m. to allow clean-up to be completed for the next school day.

7. Where school equipment or supplies are used, a fee may be assessed.

8. All aisles and exits must be kept clear.

9. Any entertainment is to be of a high moral standard.

10. School equipment, such as gymnasium mats and apparatus, cannot be used without permission indicated on this permit.

11. **Smoking is strictly prohibited on all school property.**

12. The application of powder, wax or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.

13. Improper use of school property, for the use for which a permit has been granted, will result in immediate cancellation of the permit.

14. Permission to use facilities in a school does not carry with it the right to use any moveable apparatus in the school. Special application must be made for the privilege. Specific use shall be shown on the permit.

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