



Community Use of School Facilities

The Park West School Division wishes to promote community involvement in the schools as much as it is possible and therefore makes its facilities available to the community for after school hour activities. Although the facilities are paid for by tax dollars, it should be recognized that the user may be responsible for some of the operating costs outside of school use.

Functions considered eligible for the use of school facilities can be divided into four categories:

- School sponsored functions, put on by teachers and/or students specifically, including all curricular activities involving students enrolled within the division such as sports, drama, science projects, etc. These will receive preference and will be under supervision of the teaching staff.
- The division will provide school facilities for music lessons free of charge if space is available and it does not interfere with the school's operation.
- A community agency that promotes learning of a cultural pursuit for which no admittance charge is made. This group will include things such as art exhibits, music recitals, science lectures, seminars, 4-H clubs, ratepayer groups, church groups, parent groups, all social welfare agencies who can prove a lack of their own facilities, boy scouts, girl guides, and any overflow from community centre projects.
- Community adult groups, which are not strictly education, such as: agricultural and horticultural societies, sports clubs, game and fish, streamliners, square dance clubs, and charitable organizations. A charge may be levied.
- Groups which are partisan, commercial, or political in nature; these latter gatherings would be last in priority of schedule and fees levied would not be less than commercially operated public halls in the area.

Conditions to Be Considered When Approving Requests

- The activity will not conflict with school programming, as the school facilities exist primarily for school activities.
- Activities are such that they are deemed to be appropriate and possible to accommodate within the school facility, without added burdens being placed on the school and its ongoing operation.
- The activity is such that it cannot be easily accommodated in a community hall within the immediate area.



Procedure for Obtaining School Facilities

1. Requests for the use of school facilities shall be made to the principal of the school involved.
2. The appropriate application for use form shall be completed and signed by the representative responsible of the said organization. A damage deposit may be levied. (see the following forms)
3. A copy of the Application shall be filed with the Division Office, complete with estimated or actual costs.
4. In the absence of the school principal, the principal's designate shall make the arrangements for the above.
5. Principals shall be responsible to report the use of school facilities by outside agencies/organizations to the Division Office on a monthly basis.

Expectations for Community User Groups:

Use of school facilities by outside agencies and organizations shall be subject to the rules and regulations established under this policy. Some key expectations worth noting include the following:

- The community group must ensure supervision to ensure safety and proper conduct. The designated supervisor must be an adult (18+) who is not a student.
- All individuals or groups utilizing school facilities must adhere to the school division's security protocols by ensuring that all access doors remain securely locked at all times, including during activities. This includes checking that exterior doors are properly secured at the conclusion of any event or activity and immediately reporting any security concerns or unlocked doors to the appropriate school or division authority. In cases where access doors may need to remain unlocked for events, permission may be granted by the principal, provided a detailed plan is presented that includes full-time adult supervision of the access door. This ensures that security is maintained while allowing for the necessary access during events.
- Park West School Division requires that the user group ensure that the space is left in good condition after use, including proper cleanup and return of facilities to their original state.
- Any damage to school property, equipment, or facilities during the use of the facility will be the responsibility of the community group. They must cover any repair costs if damage is found to be willful or caused by negligence.



Use During Inclement Weather:

- If schools are closed, all extracurricular activities and community use of schools for that day will be canceled.
- If buses are not running, decisions on community use of schools will be made on a case-by-case basis by the school principal.
- The principal may provide direction for school access on weekends in the event of inclement weather.

Safety and Emergency Procedures:

Community groups must be familiar with the school's emergency evacuation routes and procedures.

Facility Scheduling and Conflicts:

In the event of a scheduling conflict, the principal will prioritize school-sponsored functions. Community groups will be informed of any schedule changes as soon as possible. Priority will be given to groups that have submitted requests earlier.

Communication and Notification:

Community groups must notify the school principal of any cancellations or changes to the scheduled use of the facility at least 24 hours prior to the event. In cases of last-minute changes, groups should inform the school as soon as possible to avoid conflicts with other scheduled activities.

Compliance with Other Regulations:

All groups using the facilities must comply with local laws and regulations, including but not limited to fire safety codes, health regulations, and noise ordinances. Non-compliance may result in the cancellation of future facility use privileges.

Review of Policy and Fees:

The Park West School Division will review the Community Use of School Facilities Policy annually to ensure its relevance and effectiveness. Fees for use may be adjusted as necessary based on operational costs and community feedback.



JOINT USE FACILITY AGREEMENT

THIS AGREEMENT made this _____ day of _____, A.D. _____

BETWEEN:

(Name of Organization)

Herein called the _____
(Insert Organization abbreviation)

AND

THE PARK WEST SCHOOL DIVISION

Herein called PWSD

WHEREAS the Park West School Division owns and operates school facilities which are primarily used for school purposes.

AND WHEREAS the _____ *(Insert Name of Organization)* either directly provides or works with community groups in helping provide programs and services to the community.

AND WHEREAS municipal and rural municipal ratepayers within the PWSD district contribute financially to facilities of the PWSD and within the _____ *(Insert Name of Organization)*.

AND WHEREAS the PWSD and the _____ *(Insert Name of Organization)* see benefits in co-operation, between both local authorities, for the provision of services by increasing access and use of facilities within the PWSD and _____ *(Insert Organization Abbreviation)*.

PROVISIONS

PWSD PROVISIONS



- A. School facilities shall be booked according to their own school facility priority use policy.
- B. Indoor and outdoor school facilities shall be made available to the _____ *(Insert Name of Organization)* /community groups if they have not been previously booked for school activities and functions.
- C. School facilities are booked through normal facility reservation procedures.
- D. Students, participants and supervisors in a PWSD program or activity shall adhere to the _____ *(Insert Name of Organization)* /community facility reservation conditions.
- E. PWSD shall provide an updated list of school contact information to _____ *(Insert Name of Association/Organization)* /community groups upon request.
- F. Permission for use of the school facilities is to be obtained from the principal of said school.
- G. Requests to use school facilities must be made within time outlined in school reservation procedures.
- H. Access to each school will be outlined in each divisional facility use policy.
- I. Supervision/instruction for a _____ *(Insert Organization Abbreviation)* /community group program within a PWSD facility shall be provided by the _____ *(Insert Name of Organization)* /community group.
- J. Usage fees of PWSD facilities may or may not be charged if additional PWSD staff is required.
- K. Usage fees of PWSD facilities may or may not be charged if overtime hours of PWSD staff are required.
- L. PWSD reserves the right to cancel _____ *(Insert Organization Abbreviation)* /community organization programs or activities within reasonable notice.
- M. PWSD will give adequate notice to the _____ *(Insert Organization Abbreviation)* /community facility if PWSD program/activity is cancelled.
- N. PWSD will provide a list (Schedule A) of contact names for each school for booking purposes.



LIABILITY

- Any willful misuse or damage to equipment, facility or property will be the responsibility of the user.
- Use of school/ recreation facilities will not be granted if program/activity is deemed to have a negative impact on normal facility use.
- School/recreation facilities shall be provided consistent with normal level of service.
 - During summer months; grass on school grounds will be cut at regular intervals by PWSD. If there are migrating circumstances, in preparation for specific events, _____ (*Insert Name of Association/Organization*) /Community Groups may consult with the Director of Maintenance or local school principal.
 - Adhere to Manitoba Health and Safety standards.
- Each party shall carry liability insurance coverage not less than two million dollars (\$2,000,000).
- Each party shall supply a copy of insurance coverage upon request.
- Eligible groups, without adequate liability insurance, may be covered under the PWSD/ _____ (*Insert Name of Association/Organization*) at their discretion.
- Resolution of conflicts will utilize progressive protocol.
 - First attempt; between school Principal (or designate) and Recreation Director/Community Group.
 - If unresolved; between PWSD Superintendent (or designate) and Recreation Director/Community Group.
 - Lastly, if further resolution is required; between PWSD Board and _____ (*Insert Name of Association/Organization*) Board.
- All parties agree to communicate and consult in the improvement and development of existing and new facilities and their subsequent use.



REVISION

- All the provisions and terms of this agreement shall be effective from the date of signing, and shall continue unless either party gives notice in writing of its desire to negotiate revisions in any given year.
- Upon receiving notice to negotiate revisions, each party agrees to commence negotiations within a reasonable, agreed upon time frame and make every effort to conclude a revised agreement.
- This agreement will be reviewed by all parties involved within year TWO following a municipal and school board regular election.

IN WITNESS WHEREOF the parties have executed this agreement as attested by the hands of the proper officers in that behalf this _____ day of _____, 20__.

FOR THE _____ *(Insert Name of Association/Organization)*

Date

Chair _____
(Insert Name of Association/Organization)

Date

Treasurer, _____
(Insert Name of Association/Organization)

FOR THE PARK WEST SCHOOL DIVISION (PWSD)

Date

Superintendent, PWSD

Date

Chair, PWSD Board Trustees



Use of School Facilities Agreement

I/WE HEREBY COVENANT WITH THE PARK WEST SCHOOL DIVISION FOR THE USE OF:

NAME OF SCHOOL TO BE USED: _____

STATE ROOMS TO BE USED: (GYM, KITCHEN, CLASSROOM, LIBRARY, ETC.)

OTHER FACILITIES USED (SPECIFY): _____

NUMBER OF PEOPLE EXPECTED: _____

ON THE _____ DAY OF _____, 20 _____ FROM (TIME) _____ TO _____

FOR THE PURPOSE OF: _____

ADMISSION OR FEE TO BE CHARGED: (YES) _____ (NO) _____

PLEASE NOTE: It is the responsibility of the person signing this form on behalf of a group to ensure that all persons admitted to the building are aware of the conditions under which this privilege was granted.

This application must be in the Division office seven days before the date of the event:

DATED AT _____, THIS _____ DAY OF _____, 20 _____

Principal's Signature

Maintenance Supervisor

I have read and agreed to the attached regulations.

Name of Organization (Please print)

Signature of Representative

Name of Representative

Address of Representative

Contact Phone Number

Contact Email Address



THE FOLLOWING CONDITIONS WILL BE OBSERVED:

On each and every occasion upon which an outside organization is granted the use of a school building a responsible representative of the said organization shall sign this form guaranteeing observance of the following conditions, and failure to observe any one or more of the said conditions shall render the organization ineligible for further use of any school building:

- A. There shall be adequate supervision by responsible persons and at any gathering there shall be proper chaperones.
- B. The user shall be liable for loss or damage of any kind or nature whatsoever occurring during or by reason of the use of the building.
- C. There shall be no smoking, alcoholic beverages or drugs allowed in the school building or on the property.
- D. There shall be no loitering in any other part of the building or hallway and only the portion of the building listed in this form shall be used except for access or exit from said portion.
- E. Doors must not be wedged open for any reason.
- F. Schools shall be vacated no later than 10:30 p.m. unless prior arrangements are made with the principal or designate.