



**DISTRICT PRACTICE 6000**  
**COMMUNITY USE OF SCHOOL**  
**DISTRICT PROPERTY AND**  
**FACILITIES**

---

**DISTRICT PRACTICE:**

**1. BOOKING FACILITIES**

- 1.1 The principal or the principal designate will be responsible for booking all activities in the school. All users will be required to sign the appropriate application form prior to use of facility. These forms are available at the school.
- 1.2 All facilities should be booked at least two weeks in advance of the event.
- 1.3 Schools will not be used, except with the approval of the Director of Operations or Operations Supervisor during the following periods: Christmas break, spring break, and summer break, in order to facilitate maintenance and cleaning. Those wishing to book facilities during these periods should submit their request one month in advance.

**2. CONDITIONS**

- 2.1 Groups booking school facilities will be required to have appropriate liability insurance and provide proof of insurance where required.
- 2.2 Smoking, vaping or the use of tobacco products is not permitted in School District buildings or on School District property.
- 2.3 Alcohol is only permitted on School District property if permission is obtained from the Board of Education. A copy of a valid liquor license must be provided to the District Administration Office.
- 2.4 No person except a School District employee authorized by the school's principal or the Director of Operations will be given keys or alarm combinations to the school.
- 2.5 On regular scheduled school days, a School District employee shall be in attendance when school facilities are being used. An approved permit may need to be presented.
- 2.6 When school is not in session, a School District employee will be called to open, close and clean the facility, as necessary. The user group will pay the cost of this call-out.



**DISTRICT PRACTICE 6000  
COMMUNITY USE OF SCHOOL  
DISTRICT PROPERTY AND  
FACILITIES**

---

- 2.7 Groups using school facilities will be responsible for the costs of:
- (a) rental of the facility, if applicable (see Schedule of User Fees);
  - (b) cleaning of the facility to a standard required by the Director of Operations or designate;
  - (c) damage to school property caused by the use of the facility by the user group;
  - (d) alarm call-outs caused by members of the user group;
  - (e) supervision of the facilities used and seeing that the members of the user group remain in the rented area;
  - (f) seeing that all equipment approved for use is returned to its rightful place; and
  - (g) any extra services that are required by the user.
- 2.8 The user group shall provide proper supervision to safeguard school property and will ensure that all policies and district practices of the School District and the fire marshall are complied with.
- 2.9 The use of street shoes, or other footwear which could damage gym floors, is prohibited.
- 2.10 No equipment may be borrowed and removed from school property or used within the school by outside groups or individuals without the principal's approval or, in their absence, the principal designate.
- 2.11 Where special equipment such as projectors, video conference system, public announcement systems, or stage lighting are required, a trained operator must be in attendance.
- 2.12 The principal has the authority to refuse any group or organization the use of school facilities.