

## **POLICY JG – Non-Curricular Use of School Facilities**

**It is important that school facilities be available for public use provided that curricular and extra-curricular activities of students are not jeopardized.**

### **PURPOSE:**

**The Board supports the community use of school facilities.**

### **GUIDELINES & PROCEDURES**

1. School and Board sponsored activities will take priority over community use in all cases.
2. The building's Principal shall determine use of the school facility and may choose to consult with the Superintendent.
3. All groups must have facility user group insurance or provide their own insurance.
4. The schools must advise user groups of the SOCAN Agreement (Society of Composers, Authors, and Music Publishers of Canada).
5. Facility Use:
  - a) All school use should be booked at least one week in advance. Bookings are to be on a first come, first served basis. Principals are to be responsible for setting up the booking and fee collection in their school.
  - b) All activities must be finished and participants out of the building by 10:00 p.m. unless prior arrangements are made with the Principal.
  - c) Where a group fails to meet the criteria expectations for supervision, cleanup, etc., the Principal shall discuss the matter with the group and may issue a written warning to the group. After any such warning, the group may be banned from using the facilities.
  - d) In extreme cases, the Principal may ban a group from using the school without prior notice.
6. The use of the school facility for private uses such as weddings or commercial functions is supported in cases where no suitable community or commercial facility exists.
7. Any community function involving the use of alcohol must have prior approval by the Board and have all appropriate provincial licenses. Any staff functions occurring on school property involving the use of alcohol must have the prior approval of the Superintendent or designate and have all appropriate licenses.
8. The use of cannabis and all derivatives is prohibited.
9. Overnight use of facilities for youth functions is approved when sponsored by local community groups.

10. Fee Structure:

The fee structure delineated in the exhibit shall prevail, except:

- a) Where a written joint use agreement exists specifying alternate arrangements; or
- b) Where a written agreement between the Board and another party specifies different arrangements; or
- c) The user group is responsible for paying any and all extra charges for caretaking and maintenance services required. The procedures for doing so are to be as arranged by the Principal;
- d) May include a damage deposit;
- e) In all other circumstances, the fee structure in Exhibit 1 shall prevail; however, all or some of the fees may be waived at the Principal's discretion.

**REFERENCES**

**Cross References:**

[Exhibit 1](#) - Recommended School Facilities Rate Schedule

[Exhibit 2](#) - Use of School Facilities and Borrowing School Equipment

[Exhibit 3](#) - User Group Expectations

[Policy HGCG Exhibit 1](#) – Off Site Activities Requirements Chart

**Legal Reference:**

[Education Act](#) Section 53

[Gaming, Liquor and Cannabis Act](#) and [Regulation](#)

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