

### Statement of Policy

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As a publicly funded organization and supporter of youth and community programs, Greater Saskatoon Catholic Schools supports the use of division facilities outside of the time required to support division programs and services.

Rental rates will be determined in conjunction with the City of Saskatoon and Saskatoon Public Schools on an incremental cost basis, where applicable, for school, youth and community programs and at near or full market rates for all other programs or uses.

### Rationale

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In certain specific circumstances, school facilities may be used by others outside of instructional time when a Greater Saskatoon Catholic Schools permit has been obtained in accordance with the requirements of this policy.

### Authority

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➤ *The Education Act*, Sections 85(1)(x), 87(10)(l), 343

### Purpose and Application

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The purpose of this policy is to set out the guidelines for the use of school facilities outside of instructional time.

### Definitions

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In this policy:

1. **“School Based Group”** includes Catholic school community councils, school and staff social functions, school sponsored functions/activities, STA/STF/SSTA, and staff union meetings.
2. **“Community (Non-Profit)”** means community association sponsored activities, Brownies, Guides, Sparks, Beavers, Cubs, minor sports associations, church youth camps, band camps, and sports camps that are approved as eligible for access to a school or division facility.
3. **“Adult and Other Groups”** means groups 18 years of age and over, political meeting groups, church groups, and all other groups to be considered as eligible for access to a school facility.
4. **“Facility Reservation”** means the reservation of portions of a school awaiting approval and confirmation of a Permit.
5. **“Facility Use Permit”** means a permit issued by Greater Saskatoon Catholic Schools that authorizes the use of portions of a school or facility that are made available to the public on a scheduled temporary occupancy.

6. **“Instructional area”** classrooms, libraries, serveries, and physical education facilities except gymnasiums.
7. **“Public use areas of schools”** means school gymnasiums including shower rooms, auxiliary gymnasiums, multi-use areas, theatres, cafeteria eating areas and common areas.
8. **“On-line Facility Rentals System”** means the web based access provided for user groups to rent available facilities.

### **Guidelines**

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1. The rental of facilities will follow the published Rental Rate Schedule.
2. The use of schools facilities for personal use requires a rental permit.
3. Greater Saskatoon Catholic Schools reserves the right to refuse any application for use of its facilities.
4. Facility Reservations must be made at least two weeks in advance of the rental date.
5. School facilities are not available for rentals during school breaks.
6. Weapons (guns, knives, and other dangerous weapons) are not allowed on school property at any time.
7. As per the Cannabis Act (Saskatchewan), possession and consumption of cannabis is prohibited on school property.
8. Illegal and illicit drugs are not allowed on school property at any time.
9. Smoking and the use of tobacco products are prohibited on school property. The term “tobacco products” shall include but it is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, and electronic devices that produce vapour, regardless of flavour or nicotine content.
10. Games of chance, lotteries and the giving of door prizes are not allowed except as permitted by law and then only with proper clearances, if applicable, from Saskatchewan Liquor and Gaming Authority.

### **Authorized Use and Booking of Facilities**

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1. School facilities may be used for activities of a School Based Group, Community (Non-Profit), Adult and Other Groups booked through Greater Saskatoon Catholic Schools on-line Facility Rentals System.
2. Third party reciprocal rental agreements.

## **Priority of Access**

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The order of priorities for the use of school facilities outside of instructional hours are:

1. **First Priority**

Regular school functions, such as extensions of regular school activities including meetings with parents, school-sponsored activities, and scheduled physical education programs.

2. **Second Priority**

Agreements with municipalities and other 3<sup>rd</sup> parties.

3. **Third Priority**

All other activities booked through the on-line Facility Rentals System.

## **Public Use after School**

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School facilities are generally available for rental use during the following times:

**Student Days**

- Elementary schools: 6:00 pm to 10:00 pm
- High schools: 6:00 pm to 10:00 pm

**Non-Student Days (September to June)**

- Elementary schools: 9:00 am to 9:00 pm
- High schools: 9:00 am to 9:00 pm
- Some exceptions can be made to extend the end time for a one-time rental to 11:59 pm for elementary schools and 1:30 am for high schools.

These times are inclusive of the total activity and the end time is the time that the group must leave the facility.

## **Supervision of Facility Rentals**

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1. The signing representative of a group using school facilities will be held responsible to ensure that all required fees are paid, that the terms and conditions as noted on the Permit are adhered to, that all activities have responsible adult supervision and that all keys are returned as required.
2. The signing representative is directly responsible for the safety and the conduct of the individuals in the public use group, as well as for the public use group as a whole.

## **Damage to Rental Facility**

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All user groups using school facilities or equipment are responsible for any damages/ losses and/or costs to the facility or equipment resulting from their use of the school.

## **Equipment**

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1. Greater Saskatoon Catholic Schools will not provide storage for any equipment or property belonging to the public use group.

2. All rentals will have access to the nets for: hockey, basketball, badminton, and volleyball.
3. Gym equipment and supplies will only be available for School Based groups.
4. Hockey sticks that have a wooden or composite shafts and/or blades are not permitted.
5. Pitching machines, balls for outdoor softball/baseball, and batting practice is not permitted.
6. Equipment for cricket and lacrosse is not permitted.

### **Events with Alcohol**

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1. Generally, alcohol is not permitted in school facilities prior to 4:00 pm. On occasion, community associations or a recognized community group sponsored event may make application for the use of alcohol prior to 4:00 pm.
2. Applications for an event with alcohol is required at least 30 days prior to the scheduled event.
3. No less than 20 days prior to the event, a copy of the alcohol permit and liability insurance certificate of \$2 million shall be submitted to the board for approval.
4. A security guard service will be required for all events with alcohol. The costs of this service will be added to the rental cost of the facility. Some exceptions may be approved.

### **Weddings/Fundraisers/Banquets**

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1. The event shall not exceed 1:00 am.
2. An additional charge of \$20 an hour will be applied for cleaning and rental management.
3. A security guard service will be required if alcohol is served. The costs of this service will be added to the rental cost.
4. A reduced fee will be assessed for school sponsored fundraisers.
5. Weddings will only be permitted in high schools or an elementary school that is located next to a parish.

### **Cancellation**

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Permits are issued on the understanding that the needs of the school division take priority; extra-ordinary circumstances may necessitate the canceling of an approved activity in favor of a school division event. Greater Saskatoon Catholic Schools reserves the right to cancel a Facility Use Permit at any time.

## **Public Use of Instructional Areas**

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School facilities will be divided into two areas for booking purposes: public use areas of schools and instructional areas of schools. The use of instructional areas must be approved by the principal or their approved designate. All outside of instructional hours use of facilities must be confirmed by a Facility Use Permit.

## **Damage Resulting from the Rental of a Facility**

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Responsibility for protection of the school facility and property, and the prevention of damage to equipment shall rest entirely with the organization or group using the facilities. Appropriate precautions must be taken to prevent such damage occurring. In the event of any damage to the school facility or property, the organization or group shall be charged with the cost of repair or replacement.

## **Insurance**

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Small non-profit clubs, community groups or large organized rentals that apply to Greater Saskatoon Catholic Schools for rental or free use of school facilities are not insured by the board's insurance for the injuries they bring upon themselves by their own activities. The board insures for accidents that may be attributed to the condition of school buildings or grounds.

A standard requirement of hosting an event utilizing school property is obtaining insurance coverage. Insurance can cover many aspects of the event from liabilities, to cancellation, to emergencies. Rental organizers are responsible for the participants and audience members taking part in the rental. A 'waiver' or 'hold harmless' agreement must be agreed to when the Facility Reservation is being submitted.

Applications for use of facilities require the event organizers obtain a minimum of \$2,000,000 in liability insurance. The amount of insurance can also depend on the activities (e.g. high performance sport to local family fun fair).

If the event is personal (birthday party, anniversary tea, block soccer game), the organizers' homeowners liability policy can usually be amended to respond - the event must be reported to the broker / insurer and any additional premium applicable paid. Event liability policies are available through local insurance brokers.

- ❖ Greater Saskatoon Catholic Schools reserves the right to refuse any application for use of its facilities.
- ❖ Exceptions to this policy can be made by the Superintendent of Administrative Services or Designate.

## **Date Approved**

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December 10, 2012

## **Amended**

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October 29, 2018  
November 9, 2018