

## COMMUNITY USE OF SCHOOLS

**CATEGORY: FACILITIES**

**DATE REVISED: APRIL 1 2025**

### POLICY STATEMENT

Anglophone West School District endorses the use of the district school facilities/premises by individuals and organizations whose purpose and activities are of an educational, cultural, recreational or community service nature, and who fulfill the conditions established in *Department of Education Policy 407: Community Use of Schools*. School facilities/premises will be made available to the general community. The use of educational facilities must not place the school system in competition with private sector interests.

### APPLICATION

This policy applies to agreements regarding the use of public-school facilities by the public. This policy does not apply to long-term agreements for the ongoing use of designated school space by persons or bodies outside the public education system. The terms of such agreements are expressed within a Facility Rental Agreement or memoranda of understanding.

### LEGAL AUTHORITY

Education Act

### DEFINITIONS

**Adult:** Individuals over the age of 21.

**Children/Youth:** Individuals up to and including age 21.

**Designate:** An individual who has been appointed to assume the responsibilities and decision-making authority of the Superintendent.

**District:** A geographical unit for the local administration of schools. In this policy, **District** refers to the Anglophone West School District and its' employees.

**District Education Council (DEC):** The DEC provides local governance and community input into the education system, and they set and monitor the policies on objectives to be carried out by the district staff and local schools. Each DEC must work within the policies and standards of the Department of Education and Early Childhood Development (EECD).

**External User:** refers to an individual/group/organization outside of ASD-W who submits an inquiry of use.

**Internal User:** refers to an individual/group/organization that is an employee of ASD-W and submits an inquiry of use on behalf of a school-based team/event.

**School-Based Team/Event:** refers to a team/club/event that occurs on school facilities/premises that is sanctioned through the District.

**School Facilities/Premises:** Any district owned entity, including buildings, classrooms, sports fields, playgrounds, and other outdoor areas utilized for educational and extracurricular activities.

## **COMMUNITY USE OF SCHOOLS**

**CATEGORY: FACILITIES**

**DATE REVISED: APRIL 1 2025**

### **GENERAL TERMS AND CONDITIONS OF USE**

The primary use of school facilities / premises is for the delivery of public education programs. School facilities / premises will also be made available to the greater community with priority given to non-profit community activities for children and youth. A central booking software is required for the management of all internal and external users in relation to the use of school facilities / premises.

All inquiries for use of school facilities / premises from both internal and external users must be placed through the central booking software found on Anglophone West School District website <http://www.asdw.nbed.nb.ca> or by emailing [asdw.rentals@nbed.nb.ca](mailto:asdw.rentals@nbed.nb.ca).

1. All school facilities / premises will be made available from 8:00AM until 11:00PM for Internal and External Users, whereas it is understood the use shall not interfere with the operations of the school and public safety shall be the primary consideration. Areas for use by external users are made available based on the functional capacity as determined by the Superintendent or designate.
2. Any recurring use shall only be valid for a 1-year period; renewal is not automatic and therefore requires a new inquiry for use for each academic year. All summer use inquiries must be received by June 1 of each calendar year.
3. It is recognized that local governments may have aligned goals to coordinate educational, cultural, recreational, or community service natured activities in their communities in which both local government and district can leverage school premises/facilities through negotiation of a facilities rental agreement.
4. The use of outdoor sport fields, or gathering areas such as playgrounds for the purpose of organized sports or programming (afterschool programming, camps, organized sports, etc) must also submit an inquiry of use through central booking software.

The following must be adhered to by all internal and external users of school facilities/premises:

#### **Best Practices:**

- a. All aspects of use must function in accordance with ASD-W policies and values.
- b. All aspects of use shall meet the requirements of the Office of the Fire Marshall.
- c. Tobacco and consumption/possession of cannabis and accessories are prohibited in school buildings and vehicles under EECD Policy 702 – Tobacco-Free Schools. Use of both substances are prohibited as per the Smoke-Free Places Act and the Cannabis Control Act.
- d. Requests to permit alcoholic beverages or games of chances (e.g. bingos, lotteries, etc.) on school facilities/premises may be approved by the Superintendent or designate. Permission is conditional and contingent on a copy of the application license being submitted to the Superintendent 60 days prior to the event.

## **COMMUNITY USE OF SCHOOLS**

### **CATEGORY: FACILITIES**

**DATE REVISED: APRIL 1 2025**

- e. All aspects of use shall meet the requirements of food premise licensing as per the Public Health Act, as applicable to each user.
- f. All aspects of use shall meet the requirements of License to Operate an Early Learning and Childcare Centre, as applicable to each user.
- g. All aspects of use shall meet the requirements of safety code for Elevating Devices and Amusement Devices as per the Elevator and Lifts act, as applicable to each user.
- h. In cases where the Minister of Education and Early Childhood Development is not the owner of the facility to be used, use must conform to the terms and conditions of the Department's lease.
- i. Other regulations and terms of use may apply as directed by Government of New Brunswick Departments and/or Superintendent or designate.
- j. Emergencies that jeopardize the security and safety of individuals must be reported immediately by calling **911**. Emergencies that jeopardize the security of the building must be reported immediately by calling the facilities emergency number: **1-800-569-2981**

### **General Conditions:**

- a. All users must submit an inquiry of use and receive confirmation of approval to release the Minister of Education and Early Childhood Development and the Anglophone West School District of all liabilities, claims, suits, damages or expenses due to or arising out of any act or neglect by the Minister of Education and Early Childhood Development and/or the Anglophone West School District.
- b. Users must obtain liability insurance prior to confirmation of their use. **The User is aware that Anglophone West School District does not carry liability insurance for the benefit of the User.**
- c. Coordination and management of central booking software is completed through the Community Engagement – Operations team under the direction and guidance of the Superintendent or designate. Approval of the use of school facilities/premises may be cancelled immediately if the terms of the policy have been breached.
- d. All users will ensure that adequate adult supervision is provided at all times and that all activities are conducted in a safe manner, ensuring only approved spaces and facility capacities are adhered to:
  - i. All users must ensure that appropriate footwear is worn during use for the health and safety of participants and for the preventative maintenance of the facility.
  - ii. All use must adhere to the intended functionality of space as determined by the Superintendent or designate. **Floor Hockey/Ball Hockey is not a permitted activity.**
  - iii. External doors must always remain locked. Users are responsible for ensuring doors are not propped open and appropriate measures are in place for letting guests into space (e.g.

**COMMUNITY USE OF SCHOOLS**

**CATEGORY: FACILITIES**

**DATE REVISED: APRIL 1 2025**

stationing someone at designated entrance to let approved users in).

- iv. It shall be the responsibility of the user to provide all expendable materials required for user activities. School equipment of any kind shall not be used without expressed written permission at time of confirmation of use.
- e. When the school facilities/premises are closed due to weather or other circumstances, all use shall be automatically cancelled. The District reserves the right to cancel any use under exceptional circumstances and shall not be held responsible for any claims arising out of such cancellations. Recognizing varying weather patterns, the Superintendent or designate may review unique circumstances of the day and redirect as appropriate.
- f. The Superintendent or designate may set additional conditions as the situation warrants.

**Financial Conditions**

- a. The District shall establish a fee schedule for the use of school facilities/premises (as outlined in Appendix A). The fee schedule will be reviewed by the Director of Finance and Administration annually and any changes will be implemented at the beginning of the school year. The Superintendent or designate has the right to alter the fee schedule.
- b. The District shall apply custodial fees for cleaning services of school facilities/premises and to ensure safety is adhered to with each use. Custodial hours may vary depending on the scope of use in which the number of hours is determined by the District and will be quoted to the User prior to confirmation of use. The District reserves the right to bill for custodial hours after any use if the users did not meet general conditions of use and additional cleaning is warranted.
- c. The user shall be held financially responsible for property damage or loss caused by the user including the user's members, guests and participants.
- d. Any fees for services or damages will be made, as per invoice rendered, not later than 30 days from the invoice date.
- e. Any users that are in financial arrears of previous school facilities/premises will be ineligible for use.

**REFERENCES**

- Department of Education and Early Childhood Development - Policy 407: Community Use of School Facilities
- Smoke-free Public Places Act
- Anglophone West School District - Policy ASD-W-705-2 – Fire Evacuation and Protection —Bulletin 2013-01

**COMMUNITY USE OF SCHOOLS**
**CATEGORY: FACILITIES**
**DATE REVISED: APRIL 1 2025**
**APPENDIX A – FEE SCHEDULE**
**Custodial Fees**

- Custodial fees are \$24 per each hour plus HST.
- Custodial hours may vary depending on the scope of use in which the number of hours is determined by the District and will be quoted to the user prior to confirmation of use. The District reserves the right to bill for custodial hours after any use if the users did not meet general conditions of use and additional cleaning is warranted.
- The District secures custodial services through contracted service providers and is thereby required to post applicable and appropriate vacancies.
- Regularly scheduled custodial hours may vary and could impact use during non-instructional times.
- Custodial fees may apply even when there is no rental fee.

**Rental Fee Schedule**

- Rental fees are based on type of group, space rented and length of rental time.
- HST will be added to all fees.
- Minimum 1 hour rental.
- Annual rental fees for recurring use can be negotiated.

All users are required to show proof of current liability insurance as Anglophone West School District does not carry liability insurance for the benefit of the user. This may be an additional cost to the user.

SPACE	HOURLY	DAILY (5+ HRS)
DESIGNATED CLASSROOMS	\$30	\$150
GYM – SINGLE	\$30	\$150
GYM – DOUBLE	\$50	\$250
CAFETERIA SEATING AREA AND/OR MULTIPURPOSE ROOM	\$30	\$150

*Other designated or functional space rental fees are available upon request.*

CATEGORY	DESCRIPTION	FEE
CATEGORY A	Registered Charities	No Rental Fee
CATEGORY B	Non-Profit Groups (Registered or Unregistered)	50% of Rental Fee
CATEGORY C	Government Post-Secondary Groups	50% of Rental Fee
CATEGORY D	Business / For-Profit	Rental Fee
CATEGORY E	Individual/Private Event	Rental Fee
CATEGORY F	ASD-W School/District Event	No Rental Fee
CATEGORY G	Other	Variable Rental Fee may be reduced based on mutually agreed upon equal exchange of services to rent

## **COMMUNITY USE OF SCHOOLS**

### **CATEGORY: FACILITIES**

**DATE REVISED: APRIL 1 2025**

User Categories are defined for guideline purposes. For further information or clarification, please contact [asdw.rentals@nbed.nb.ca](mailto:asdw.rentals@nbed.nb.ca).

#### **Category A – Registered Charities – No Rental Fee**

- This designation typically supports organizations dedicated to charitable purposes, enhancing community programs and services.
- To qualify for this category, organizations must be officially recognized and in good standing as a registered charity and must provide their charitable number, which is a unique identifier issued by the Canada Revenue Agency (CRA) to demonstrate their compliance with legal and regulatory requirements for charitable activities.

#### **Category B – Non-profit Groups – 50% of Rental Fee**

- Non-profit groups are eligible for a 50% reduction on rental fees, making it more accessible for them to utilize facilities for various activities, events, or community outreach programs. This initiative supports social causes and encourages engagement within the community while promoting the mission of non-profit organization.

#### **Category C – Government, Post-Secondary Groups– 50% of Rental Fee**

- Offers a discounted rental fee of 50% for government entities (local, provincial, and federal), post-secondary institutions, recognizing their vital role in community development and educational initiatives. This aims to foster collaboration and accessibility in utilizing spaces for various programs and events, promoting engagement and support within these key sectors.

#### **Category D – Business – Rental Fee**

- Business, for profit
- Appropriate commercial, public and private events.

#### **Category E – Individual / Private Event – Rental Fee**

- Encompasses individual or private events, which include gatherings such as weddings, receptions, reunions, etc. Privately hosted events are also classified within this category.

#### **Category F – School / District Events – No Rental Fee**

- Designated for School or District led events. This would include any school-based clubs, teams, or groups. Clubs, associations, organizations that are not officially led by the school or District do not qualify for this category.

#### **Category G – Other – Variable**

- Mutually agreed upon partnerships that define equal terms of reciprocity to foster collaboration and alignment of values.
- Qualification of this category is determined by District and User.