



ASD-W
Anglophone School District West

POLICY NO. ASD-W-407-1A
COMMUNITY USE OF SCHOOLS

Appendix A – Community Use of Schools Application Form and Fee Schedule (Effective September 2020)

After hours **FACILITIES** Emergency # 1-866-569-2981

School Requested				
Facilities Requested ☐ Gymnasium (Single) ☐ Gymnasium (Double) ☐ Cafeteria ☐ Library ☐ Theatre ☐ Classroom (how many? _____) ☐ Shop ☐ Playfields/Grounds ☐ Other: _____				
Type of Activity			No. of Participants Children: _____ Adults: _____	
Additional Requirements ☐ Chairs (how many? _____) ☐ Tables (how many? _____) ☐ Other: _____ * User group is responsible for set up and take down. "Other" must be specified and is subject to the written approval of the principal.				
Singular or Irregular Use	Specify each Date and Time below			
	Date	Start Time-End Time	Date	Start Time-End Time
Note: User will be charged for <u>all rental days requested</u> unless the User provides seven (7) days' notice of cancellation prior to the scheduled activity. It is the User's responsibility to contact the school for notifications (other than storm cancelled days).				
Continuing Use	Day(s) of the Week:		Time Start:	Time End:
	First Date Requested:		Last Date Requested:	
	Dates to Exclude:			
	Note: User will be charged for <u>all rental days requested</u> unless the User provides seven (7) days' notice of cancellation prior to the scheduled activity. It is the User's responsibility to contact the school for notifications (other than storm cancelled days).			
User Group Name				
User Group Address				
User Group Website and/or Email				
User Group Rep. Name			User Group Rep. Email	
Day Phone		Evening Phone		Cell
User Group Supervisor Name			User Group Supervisor Email	
Day Phone		Evening Phone		Cell
Category of Use (Policy ASD-W-407-1A) ☐ Category A ☐ Category B ☐ Category C ☐ Category D ☐ Not-For-Profit ☐ Not-For-Profit ☐ Not-For-Profit ☐ For-Profit ☐ For-Profit ☐ For-Profit				



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Conditions of Use

The use of school facilities by local community groups is provided through Anglophone West School District. Your cooperation is requested in observing the following regulations: (Policy # ASD-W-407-1)

1. Applications for use of school facilities must be made in writing to the School Administrative Assistant no less than 14 days before the dates requested. While later requests may be considered, the availability of space and approval is limited.
2. Applications for summer usage must be presented to the school no later than June 1st.
3. User Groups using school facilities are responsible for the conduct of all members of the group.
4. User Groups will be allowed to use only those facilities indicated on the application form and only during the times designated.
5. School equipment may be used ONLY if indicated on the approved application form.
6. A custodian may be required on site.
7. User Groups using school facilities will be responsible for any damage.
8. Only clean, non-marking, soft-soled shoes are to be worn in the gymnasium.
9. Food and drinks are not allowed in gymnasiums.
10. The district does not carry liability insurance for the benefit of community groups.
11. User Groups have read and agree to abide with all regulations under Policy ASD-W-407-1 below.
12. User Groups agree to indemnify and save harmless the Anglophone West School District and Province of New Brunswick, including employees and agents, of all liabilities, claims, actions, or damage arising from the use of the school.

Signature of Applicant

Date

School Administrative Assistant

Date Received:

Administrative Assistant's Signature:

Please provide paper copy to Applicant.

Community User is responsible to submit this Application for processing to the school requested. The Administrative Assistant's signature on this document acknowledges SUBMISSION of the application but does not represent your approval.



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Custodial Fees

No Custodial Fee if activity is during regularly scheduled custodial hours.	\$22 (2020-2021) \$24 (2021-2022) per hour if outside of regularly scheduled custodial hours may apply. A minimum of 3 hours is required for large events (additional hours may apply). Custodial requirements for small events will be determined by Principals' discretion.
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- HST will be added to all fees.
- Regularly scheduled custodial hours may vary from one school to another.
- Regularly scheduled custodial hours change over March Break, Christmas and summer periods.
- Custodial Fees may apply even when there is no Rental Fee.

Rental Fee Schedule

Facility	1 Hour	2 Hours	3 Hours	4 Hours	Over 4 Hours
Gym – Single	33	55	77	88	121
Gym - Double	44	66	88	110	220
Theatre	110	220	275	330	550
Cafeteria	66	88	99	110	165
Classroom	33	55	66	77	99
Other, ex. Shop	44	66	88	110	154

- HST will be added to all fees.
- Minimum 1 hour rental.

Rental Fees are based on type of group, space rented and length of rental time.

Category	Description	Fee
Category A	• Youth Public Service • Charitable Groups	No Rental Fee
Category B	• Public Service, Private Events, Commercial, General	60% of Rental Fee – Not-For-Profit 100% of Rental Fee – For-Profit
Category C	• Mutually agreed upon Not-For-Profit or For-Profit Partnerships for Preschool and School aged Children and Teacher Professional Development	Rental Fee may be reduced based on a mutually agreed upon equal exchange of services to rent under Category B
Category D	• After School/Day Care Programs	50% of Rental Fee – Not-For-Profit 60% of Rental Fee – For-Profit



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Category A – Youth Public Service, Charitable Groups – No Rental Fee

- Not-For-Profit or For-Profit groups serving pre-school and school aged children where organizers do not receive financial gain directly or indirectly, and where no fee or admission is charged for the event (Brownies, Cubs, Girl Guides, Scouts, 4-H, etc., Head Start Programs and provincially designated Early Learning Centers);
- Groups that provide a service to support community members or community groups in need and where organizers receive no financial gain directly or indirectly (Small community groups like book clubs, Legions' Remembrance Day Services, Canadian Cancer Society's Survivors' Breakfast, Relay for Life, etc.); Church events, excluding weekly services, weddings, and receptions.

Category B – Public Service, Private Events, Commercial, General – Not-For-Profit -60% of the Rental Schedule Fee, For-Profit -100% of Rental Schedule Fee

- Community recreational, cultural, or educational activities where organizers and/or instructors may or may not receive financial gain (Senior Soccer League, Chinese Cultural Association, Income Tax Preparation, regular church services);
- Government departments or agencies;
- Weddings or receptions, reunions, dinners, and dances;
- Meetings of political organizations and unions not affiliated with the school system;
- Appropriate commercial, public, and private events for financial gain.

Category C – Mutually Agreed Upon Partnerships for Preschool and School Aged Children and Teacher Professional Development - Rental Fee may be reduced based on a mutually agreed upon equal exchange of service to rent under Category B

- Not-For-Profit or For-Profit Programs for preschool and school aged children (excluding licensed after-school programs) where a participation fee is charged, and the Program agrees to offer for free an equal # of child participation registrations to the actual rental fee under Category B;
- Not-For-Profit or For-Profit Programs for Adults (Art Lessons, Music Lessons, Creative Writing, Second Language Lessons, etc.) where a participation fee is charged, and the Program agrees to offer for free an equal # of teacher participant registrations to the actual rental fee under Category B;
- Partnership elements must be included with the Community Use of Schools Application Form.

Category D – After School/Day Care Programs – Not-For-Profit – 50% of the Rental Schedule Fee, For-Profit – 60% of the Rental Fee Schedule

- Programs operated by licensed day care providers through the Department of Education and Early Childhood Development;
- Operators of such programs must apply to the district before the end of the preceding school year in which they wish to operate.
- After a review of this application and consultation with the Applicant and the School Administrator, the District will formally inform the Applicant that their application has been approved or declined.
- If the application is approved, the district will develop an *After School/Day Care Program – Use of Anglophone West School Facilities Agreement* which will grant the Applicant permission to operate an After School/Day Care Program for a specific school calendar year (one year from September-June).



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- The fee to operate an After School Program shall be based on the actual school facilities to be used and the intended days of operation of the facility.

Application of Custodial Fees for Community Use of Schools

- No custodial fee will be applied to Community User Groups if their activity is scheduled during regularly scheduled custodial hours. Regular custodial schedules vary from school to school and change over March Break, Christmas, and summer periods.
- For large events like tournaments, fundraisers, dances, etc. there will be a minimum 3-hour custodial fee (pre-scheduled) that may include the opening and securing of the building when required. However, at the Principal's discretion, a custodian may be requested to be onsite for additional hours or the entire duration of a large event, plus an additional ½ hour prior to the event for opening as well as an additional ½ hour after the event to ensure the securing of the building. Custodial fees are charged at \$22/hr. (2020-2021) \$24/hr. (2021-2022) + HST. Custodians are required to submit a time sheet. User Group Custodial Fees are payable to the Minister of Finance.
- For small events like book club meetings, Zumba classes, music classes, etc., at the principal's discretion, a custodial fee may not apply if the User Group is a known partner, has access to the building, accepts responsibility for the opening and securing of the building and accepts responsibility to leave the building in the same condition it was found.
- If the Principal determines after an event has occurred that the User Group has not sufficiently left the building in the same condition it was found as with the above agreement, the principal will first contact the User Group to work out a mutually agreeable solution. If the situation remains unresolved to the principal's satisfaction, the User Group will be notified by the principal that custodial cleaning has been arranged, and the cost of the additional cleaning will be invoiced to the User Group at \$22/hr. (2020-2021) \$24/hr. (2021-2022) + HST.

Application of Custodial Fees for
School Base (Extra-Curricular) Programs Occurring After Regular School Hours

- For large School based (Extra-Curricular) events like school team tournaments, school fundraisers, school dances, etc. there will be a minimum 3-hour custodial fee that may include the opening and securing of the building when required. However, at the principal's discretion, a custodian may be requested to be onsite for additional hours or the entire duration of a large event, plus an additional ½ hour prior to the event for opening as well as an additional ½ hour after the event to ensure the securing of the building. Custodial fees are charged at \$22/hr. (2020-2021) \$24/hr. (2021-2022) (no HST is required if paid from school funds). Custodians are required to submit a time sheet. Custodial Fees are payable to the Minister of Finance.



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- School based (Extra-Curricular) programs are not required to complete an application form. Supervisor's name and contact information, type of and duration of activity will be required. The Program Supervisor (Teacher, Principal, Community Member, coach, instructor, etc.) must understand that they are accepting the responsibility of opening and securing the school, ensuring the safety of the students, and managing the conduct of the parents, visitors, etc. attending program.