

Community Use of Schools - Application Form

ASD-W Policy 407-1-A

Please complete and submit the following application at least 14 days ahead of the event. Incomplete applications will delay confirmation of your booking. Confirmation will be made in writing, following the review of availability. If you have further questions and/or to submit your application, please contact:

Jessica Copeland
 Community Schools Coordinator – Operations
 Anglophone School District – West
 Email: asdw.rentals@nbed.nb.ca

Applicant Information – Tell us about your organization.

Name of Organization (Governing Body / Division)	
Contact Name	Contact Number
Contact Email	Contact Number (alt)
Description of Organization (ex: Charity, Non-Profit, Business, etc) *For Charity, please supply documentation*	

Booking Information – Tell us about the event you are looking to have at ASD-W.

School									
Type of Activity (sports event, practice, fundraiser, concert, etc.)									
Rental Areas within the school	☐ Gym _____ ☐ Cafeteria ☐ Theatre ☐ Outdoor Fields	☐ Library ☐ Shop ☐ Playground ☐ Other: _____							
Additional Requirements	☐ Chairs (#____) ☐ Tables(#____) ☐ Other: _____								
Total Participants _____	Youth _____	Adult (over 21) _____							
Booking Occurrence - Is it a one-time booking or a recurring booking?	One-time Booking Date Requested: _____ _____ _____	Recurring Booking <table border="1" style="width: 100%; text-align: center; font-weight: bold;"> <tr> <td><u>M</u></td> <td><u>T</u></td> <td><u>W</u></td> <td><u>Th</u></td> <td><u>F</u></td> <td><u>Sat</u></td> <td><u>Sun</u></td> </tr> </table> First Date Requested: _____ Last Date Requested: _____ Dates to Exclude: _____	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sat</u>	<u>Sun</u>
<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>Sat</u>	<u>Sun</u>			
Rental Times	Start Time (The time you will be entering the school)	End Time (The time you will be exiting the school)							

Please add any other important details related to your booking below:

Fees charged to participants? Are coaches/leaders volunteers? Special permits? Etc.

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 asdw.rentals@nbed.nb.ca 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 made in writing to asdw.rentals@nbed.nb.ca no later than June 1st.
3. During the school year, applications for adult groups will be processed after September 15th.
4. Cancellations must be sent to asdw.rentals@nbed.nb.ca a minimum of 24 hours prior to the event (Friday before noon, for weekend use).
5. Users accessing school facilities are responsible for the conduct of all participants at the event.
6. Users will be allowed to use only those facilities (areas) indicated on the application form and only during the times designated.
7. Users supply their own equipment. School equipment may be requested but is not guaranteed.
8. A custodian may be required on site; this is determined at the discretion of the Superintendent or designate.
9. Users accessing school facilities will be responsible for any damage.
10. Only clean, non-marking, soft-soled shoes are to be worn in the gymnasium.
11. Food and drinks are not allowed in gymnasiums.
12. The District does not carry liability insurance for the benefit of community groups.
13. Users have read and agree to abide by all regulations under Policy ASD-W-407-1.
14. Users 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.

By signing below, you agree to uphold the **Conditions of Use** under ASD-W Policy 407-1 during your booking time.

Name of Applicant**Signature of Applicant****Date**

COMMUNITY USE OF SCHOOLS

CATEGORY: FACILITIES

DATE REVISED: JULY 2026

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 a Community Use of Schools application.

Internal User: refers to an individual/group/organization that 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 approved 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.

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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.

All inquiries for use of school facilities / premises from both internal and external users must be requested by emailing 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 application for each academic year. All summer use applications must be received by June 1st of each calendar year.
3. During the school year, Community Use applications for adult-focused groups will be processed after September 15th in order to give priority to non-profit community activities for children and youth.
4. 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 reciprocal rental agreement.
5. The use of outdoor sport fields or gathering areas such as playgrounds for the purpose of organized sports or programming (after school programming, camps, organized sports, etc.) must also submit a Community Use Application to asdw.rentals@nbed.nb.ca.

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.

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- 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 Centre, as applicable to each user.
- g. All aspects of use shall meet the requirements of the 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 the 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**. All emergency and non-emergency issues must be reported to asdw.rentals@nbed.nb.ca within 24 hours.
- k. Users can utilize ASDW policy 360-5, Parent/Public Communication of Concerns, if any concerns cannot be fully addressed by the Community Schools Coordinator Operations Team or the School Principal.

General Conditions:

- a. All users must submit an application 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. The user shall not promote events before confirmation is received from the 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 Community Use Applications is 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, **only in approved spaces, and ensure 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.



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- 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. 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 and is not guaranteed.
- v. The user is responsible for notifying the Community Engagement team of use cancellation a minimum of 24 hours prior to use. Failure to do so will result in custodial fees being charged to the user group.
- vi. School events hold priority over community use, and the District holds the right to cancel community use for school events a minimum of 2 weeks before scheduled 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 July 1st. 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 with confirmation. 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.



ASD-W

Anglophone School District West

20 Knowledge Park Dr | Fredericton, New Brunswick, E3C 2P5 | www.asdw.nbed.nb.ca

EECD 407
POLICY NO. ASD-W-407-1

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- d. All fees, including services or damages will be invoiced to the user by Budget and Accounting the month after use to the email provided on the application.
- e. Any users, groups, and/or organizations that are in financial arrears of previous school facilities/premises will be ineligible for use.

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APPENDIX A – FEE SCHEDULE

Custodial Fees

- Custodial fees are \$28 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 in the confirmation email. The District reserves the right to bill for custodial hours after any use if the users did not meet general conditions and additional cleaning is warranted.
- The District is responsible for requesting and posting applicable custodial 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
THEATRE	\$110	\$550

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 / Not-For-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	Early Learning Centers and Afterschool Programs	For profit: 60% of rental fee Non-profit: 50% of rental fee
CATEGORY H	Other	Variable Rental Fee may be reduced based on mutually agreed upon equal exchange of services to rent

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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 /Not-For-Profit Groups – 50% of Rental Fee

- Non-profit / Not-For-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 a non-profit / not-for-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, birthday parties, etc.

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 – Early Learning/Day Care Centers /After School Programs– Reduced Fee

- 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.
- Non-profit / Not-for-profit organizations will pay a reduced rate of 50% of the rental fee.
- For-profit organizations will pay 60% of the rental fee.

Category H – Other – Variable Fee

- 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.