

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 540	
Effective	
Revision Date	

USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS

1. PURPOSE

The Moose Factory Island District School Area Board permits the use of its school facilities and/or grounds by outside groups.

This administrative procedure governs community use of school buildings, equipment and grounds, within the limitations and the fee structure established by the Board.

PROCEDURES

2. General Directives

- 2.1 All school facilities are designated as non-smoking areas.
- 2.2 Absolutely no alcoholic beverage shall be allowed in the building or on the grounds at any time.

3. Responsibility

- 3.1 A responsible person of the organization or group using the Board facilities and/or grounds must be in charge of the activities at all times.
- 3.2 The organization or group using the Board facilities and/or grounds will accept full responsibility for the conduct of persons admitted and for any damage to property and/or grounds.

4. Liability Insurance

- 4.1 A Certificate of Insurance in an amount not less than one million dollars, naming the Board as an Additional Insured, shall be requested and provided when:
 - a) The user is a formal organization and already has liability coverage; or
 - b) The user is an informal organization and the proposed activity is considered to have a medium or high degree of risk.
- 4.2 At the discretion of the Business Administrator, a Certificate of Insurance may be waived when the user is an informal organization and the proposed activity is considered to have a low degree of risk.

5. Specific Directives

- 5.1 Members of any organization or group using the gymnasium or a general purpose room for athletic purposes must wear gym shoes or footwear that will not damage or mark the floor.
- 5.2 No audio-visual equipment or any other equipment which is the property of the Board may be used unless special permission is granted by the principal.
- 5.3 The Board will not be held responsible for personal injury or damage, or for the loss or theft of clothing and equipment of the organization or of its members.
- 5.4 All exits must be kept free of obstruction in case of fire.
- 5.5 When a school P.A. system or stage lights are requested, a Board employee must be engaged to operate them.
- 5.6 No storage is granted to outside organization or groups, except with the permission of the principal.
- 5.7 Activities must be confined to the rooms/offices assigned to the organization.
- 5.8 The organization or group using Ministik School will be assessed a charge according to the fee schedule attached, to cover the cost of heat, lights, and water attributed to the function(s) involved. The assessed charge will also cover the cost of a custodian to open, clean, and lock up the facilities.
- 5.9 However, the school will make its facilities available, without a rental fee, to the following groups: Awashishuk Centre, Home and School Associations, School Councils, Board employee associations, recognized youth groups, senior citizens groups, and church groups. The Board may also enter into reciprocal agreements with other governing bodies (Local Services Board, MoCreebec, or Moose Cree First Nation) or other service groups whereby the rental fees may be waived.
- 5.10 Unless approved by the Business Administrator, Ministik School and/or grounds will not be available for use by any group:
 - a) During the Christmas holidays;
 - b) During the winter holidays;
 - c) During the last three (3) weeks prior to the opening of school in August;
 - d) On statutory holidays;
 - e) On municipal holidays.

6. Administrative Expectations

- 6.1 Requests and agreements for the use of school facilities and/or grounds will be submitted in writing to the Business Administrator, at least ten (10) days in advance of the proposed date of use. Requests will be granted at the discretion of the Business Administrator, in consultation with the principal.

- 6.2 When the use of school facilities and/or grounds has been granted, written notice will be given to the school principal and Maintenance Supervisor.
- 6.3 Any organization/group that does not abide by the regulations will be reported to the Business Administrator and their privilege of using the school and/or grounds will be revoked.
- 6.4 A custodian or employee of the Board must be present and held responsible for the entire time that the facility is being used by the outside group.

7. Rental Fee Schedule

- 7.1 All rental and custodial fees due are to be paid prior to the use of Ministik School except in the case of organizations where such prepayment may be administratively inconvenient.
- 7.2 Rental and custodial fees shall be subject to changes from time to time.
- 7.3 Rates:

Area	Hourly Rate	Maximum Daily Rate
Each Regular Classroom	\$10	\$50
Gymnasium (without use of stage)	\$30	\$150
Gymnasium (with use of stage/lights)	\$40	\$200
Library	\$15	\$75
Any other area not mentioned	To be negotiated	To be negotiated

Legal References:

Education Act, section 171 Powers of Boards: Permit Use of School
Education Act, section 265 Duties of Principal: Care of Property
Education Act, section 286 Duties of Supervisory Officers: Supervise Buildings and Property
 Ontario Regulation 474/00 Access to School Premises

Board References:

Board Policy GOV-09 Safe Schools: Board Code of Conduct
 Board Policy GOV-20 Access to School Premises
 Administrative Procedure 534 Damage to School Property
 Form ADMIN 540-01 Use of School Facilities Agreement