

**Community Use of Schools Application Form  
 ASD-W-407-1-A (September 2014)  
 Anglophone West School District**

After hours <u>FACILITIES</u> emergency #  1-866-569-2981
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<b>School Requested</b>			
<b>Facilities Requested</b> <input type="checkbox"/> Gymnasium (Single) <input type="checkbox"/> Gymnasium (Double) <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom (how many? _____) <input type="checkbox"/> Shop <input type="checkbox"/> Playfields/Grounds <input type="checkbox"/> Other: _____			
<b>Type of Activity</b>		No. of Participants Children: _____ Adults: _____	
Additional Requirements <input type="checkbox"/> Chairs (how many? _____) <input type="checkbox"/> Tables (how many? _____) <input type="checkbox"/> 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.			
<b>Singular or Irregular Use</b>	Specify each Date and Time below		
	Date	Start Time-End Time	Date
<b>Note:</b> User will be charged for <u>all rental days requested</u> unless the User provides seven (7) days' notice of cancelation prior to the scheduled activity. It is the User's responsibility to contact the school for notifications (other than storm cancelled days).			
<b>Continuing Use</b>	Day(s) of the Week:		Time Start:
	Time End:		
	First Date Requested:	Last Date Requested:	
	Dates to Exclude:		
<b>Note:</b> User will be charged for <u>all rental days requested</u> unless the User provides seven (7) days' notice of cancelation prior to the scheduled activity. It is the User's responsibility to contact the school for notifications (other than storm cancelled days).			
<b>User Group Name</b>			
<b>User Group Address</b>			
<b>User Group Website and/or Email</b>			
<b>User Group Rep. Name</b>		<b>User Group Rep. Email</b>	
<b>Day Phone</b>	<b>Evening Phone</b>	<b>Cell</b>	
<b>User Group Supervisor Name</b>		<b>User Group Supervisor Email</b>	
<b>Day Phone</b>	<b>Evening Phone</b>	<b>Cell</b>	
<b>Category of Use (Policy ASD-W-407-1A)</b> <input type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C <input type="checkbox"/> Category D <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> For-Profit			

**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 1<sup>st</sup>;
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.**

**COMMUNITY USE OF SCHOOLS**

**Appendix A – Rental and Custodial Fee Schedule**

**September 2014**

**Custodial Fees**

<p><b>No Custodial Fee if activity is during regularly scheduled custodial hours.</b></p>	<p><b>\$20 per each 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.</b></p>
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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**

<b>Facility</b>	<b>1 Hour</b>	<b>2 Hours</b>	<b>3 Hours</b>	<b>4 Hours</b>	<b>Over 4 Hours</b>
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.**

<b>Category</b>	<b>Description</b>	<b>Fee</b>
<b>Category A</b>	-Youth Public Service -Charitable Groups	No Rental Fee
<b>Category B</b>	-Public Service, Private Events, Commercial, General	60% of Rental Fee – Not-For-Profit 100% of Rental Fee – For-Profit
<b>Category C</b>	-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
<b>Category D</b>	-After School/Day Care Programs	50% of Rental Fee – Not-For-Profit 60% of Rental Fee – For-Profit

**COMMUNITY USE OF SCHOOLS****Appendix A – Rental and Custodial Fee Schedule****September 2014****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);
- 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;

**COMMUNITY USE OF SCHOOLS****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 \$20/hr. + 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 per 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 \$20/hr. + HST.

**COMMUNITY USE OF SCHOOLS****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 \$20/hr. (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.
- School based (Extra-Curricular) programs are not required to complete an application form. Supervisor 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.

**COMMUNITY USE OF SCHOOLS****Category: Facilities****September 2014****Policy Statement**

Anglophone West School District endorses the use of the district school premises/facilities 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 will be made available to the general community. The use of Education facilities must not place the school system in competition with private sector interests.

**Definitions**

- “District” means District Education Council through the Superintendent.
- “User” means the community group, either an individual or an organization, who has applied for and received permission to use a specific school facility.
- “Application” means a request to use school facilities via a *School Facilities Use Application & Agreement* form.
- “Agreement” means a *School Facilities Use Application & Agreement* form which has been approved by school and district personnel.
- “Activity Supervisor” means person responsible for the “Users” during the community use.
- “Activity Representative” is the contact person representing the User Group.

**Parameters for Community Use**

Applications for the use of school premises/facilities shall be available from the Anglophone West School District website <http://www.asd-w.nbed.nb.ca> .

1. The primary use of school facilities is for the delivery of public education programs.
2. The use of school premises/facilities shall not interfere with the normal operations of the school and public safety shall be the primary consideration when entering into a school use agreement.
3. School facilities will be made available to the general community with priority to non-profit community activities for youth.
4. It is recognized that municipalities or local service districts may choose to coordinate and negotiate school usage agreements for recreational activities in their communities.

**COMMUNITY USE OF SCHOOLS****Category: Facilities****September 2014**

5. When such reciprocal agreements have been negotiated, school facilities not covered within that agreement will be administered under ASD-W Policy ASD-W-407-1. NOTE: Rental agreements are required to be signed whether a fee is charged or not.
6. Agreements between Anglophone West School District and municipalities or local service districts for recreation activities shall be based, where feasible, on the principle of an exchange of facility use or services between parties.
7. Long-term Community Use Agreements shall only be valid for the current academic year.
8. School facilities will be made available from 8:00 AM until 11:00 PM, excluding regular school days, unless special arrangements have made through District and school personnel. It is understood that there is limited availability during instructional time.
9. Approval of an application shall be subject to the User and/or the Activity Supervisor contacting the school principal to review "on site" details.
10. The User shall complete an *Application* releasing 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 is aware that the Anglophone West School District does not carry liability insurance for the benefit of the User.
11. Recognizing the problems created for User groups when an activity must be pre-empted, it shall be the responsibility of the school principal to notify the User of any necessary cancellations with as much lead time as possible.
12. When the school premises/facilities are closed due to weather or other circumstances, the User activities shall be automatically cancelled. The District reserves the right to cancel an activity under exceptional circumstances and shall not be held responsible for any claims arising out of such cancellations. Recognizing varying weather patterns, the Superintendent may review unique circumstances of the day and redirect as appropriate.
13. The Activity Supervisor shall ensure that the maximum capacity rating as posted is respected. In the absence of the Custodian, the Supervisor shall ensure that only the designated entrance for User activities is used.
14. The Custodian shall ensure that only the designated entrance for User activities is used. That entrance shall be locked at all times unless a Supervisor is stationed at the door.
15. It is the responsibility of the Activity Supervisor, to ensure that only that portion of the school premises/facilities which has been approved for use of the applicant shall be used. Individuals shall not have access to unauthorized areas of the school.
16. Users are responsible for set-up / take-down of chairs, tables, risers and stages.



## COMMUNITY USE OF SCHOOLS

Category: Facilities

September 2014

17. Prior approval of the School Principal and/or the District shall be required before any posters or signs are displayed by the user.
18. Requests to permit alcoholic beverages or games of chance (e.g. bingos, lotteries) on school property may be approved by the Superintendent, and only on condition that a copy of any applicable license is submitted to the Superintendent prior to the event. *Requests to permit alcoholic beverages on school property will be granted only in exceptional circumstances by the Superintendent.*
19. The *Smoke-free Public Places Act* (October 1, 2004) prohibits smoking in all school buildings, on all school grounds and in all vehicles on school property. The *Act* states: “the manager of a place, area or vehicle where smoking is prohibited shall ensure that no person smokes in that place, area or vehicle”. It is understood that the Supervisor as named in the *School Facilities Use Application & Agreement* is responsible to enforce the *Smoke-free Public Places Act*.
20. Appropriate footwear shall be worn by participants during sporting activities in the gymnasium to prevent damage and markings on the gym floor. All other uses of gym floors shall require removal of outdoor footwear unless a protective covering is placed on the floor. Floor Hockey/Ball Hockey is not permitted as a User Group activity.
21. It shall be the responsibility of the User to provide all expendable materials required for User activities.
22. School equipment of any kind shall not be used without the expressed written permission of the School Principal.
23. Authorization by the School Principal shall be required before any equipment or furniture is moved. Due care of the floor shall be exercised in any moving of equipment which shall be returned to its original position.
24. Any decorations which Users wish to set up must meet current Fire Marshall Regulations. Users can consult the School Principal.
25. To conform to Fire Marshall Regulations, “Candles or any other item which contains an open flame”, is strictly forbidden.
26. When Users will be staying overnight in a school the User shall comply with Bulletin 2013-01 issued by Public Safety – Office of the Fire Marshall.
27. The User shall be held financially responsible for property damage or loss caused by the User including the User’s members, guests and participants.
28. The School District shall establish a fee schedule for the use of school premises/facilities. (See Appendix A) The fee schedule will be reviewed annually and any changes implemented at the beginning of the school year. Copies of fees should be forwarded to the Director of Finance & Administration.

**COMMUNITY USE OF SCHOOLS**

Category: Facilities

September 2014

29. During regularly scheduled custodian hours, no custodian fees will be charged. Facilities may be rented for a minimum of 1 hour during this time frame. Please be aware that regularly scheduled custodian hours vary from school to school.
30. User Group Activities outside of regularly scheduled custodian hours may have an additional custodial fee. During this period, the custodian (s) will perform tasks as per their Collective Agreement / Service Contract.
31. Rentals requiring use of kitchen facilities require prior consultation with the Director of Finance & Administration.
32. The school premises/facility shall be left tidy and up to the standard established by the District for that school.
33. Any fees for supplementary services or damages will be made, as per invoice rendered, not later than 30 days from the invoice date. Damage must be reported to the school Principal the following school day. Emergencies that jeopardize the security of the building or safety of individuals must be reported immediately by calling the emergency number: 1-866-569-2981.
34. Individuals, groups or organizations that are in financial arrears of previous school use agreements shall not be eligible for rental of school facilities.
35. Keys may be provided to User groups at the discretion of the Principal and are to be returned at the end of the scheduled use.
36. Approval of the use of facilities may be cancelled immediately if the terms of the policy have been breached.
37. In cases where the Minister of Education and Early Childhood Development is not the owner of the facility to be used, use by community groups must conform to the terms and conditions of the Department's lease.
38. All Applications for summer usage (between the first day following the last day of school for students in June and the day preceding the return of students in September) must be submitted to the school by June 1<sup>st</sup>.
39. Use of sports fields for organized programs must be requested by Application.
40. The Superintendent or designate may set additional conditions as the situation warrants.
41. The Superintendent has the right to alter the fee schedule.

**Reference**

- 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](#)