



ADMINISTRATIVE POLICY No. 903

REVISED MARCH 2011

COMMUNITY USE OF SCHOOL FACILITIES

Prairie Spirit School Division believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community.

Rentals, for the most part, are limited to service clubs, religious organizations and other groups seeking to promote the educational, cultural and recreational aspects of community life. The division does not ordinarily rent space to any individual or firm for commercial or monetary gain.

When requested, provisions are made to use the schools for conducting local, provincial or federal elections.

The Board may decide not to charge for use of the space, but use of the space may necessitate additional caretaking that is not provided for in the school's caretaking allocation. If additional caretaking is incurred following an event, the costs will be paid by the user.

PROCEDURES

1. Application for School Use

- a) Applications for the use of school premises are to be made to the in-school Administrator.
- b) An [Agreement for Use of School Premises](#) must be signed and kept on file at the school.

2. Activities – School Use

- a) Classroom or Gymnasium – No Charge
 - School sponsored students' activities
 - School Community Council meetings and activities

- School Board employee meetings and school-based functions
 - Parent Association meetings and school-based functions
 - Activities limited to children of school age and for the most part resident in the school community.
- b) The Director of Education or designate may approve the use of school facilities for school division related groups, principal and vice-principal groups, teacher and support staff groups.

3. Activities – Non-School Use

a) Classroom or Gymnasium – Caretaking Fee May Be Charged

- Approved groups sponsored by local community and recreation organizations.
- Benevolent organizations.
- Service clubs and other community groups sponsoring events at which no charge is made.
- Other meetings authorized by the Administrator and the School Community Council.

b) Classroom and Gymnasium – Rental and Caretaking Fees Apply

- Refers to organizations, groups, and clubs that are service-oriented in nature, but whose function is to raise funds for the respective non-profit organization.
- Elections.

c) Requests for computer usage (including Internet and printing) are to be made to the Administration, who will then contact Prairie Spirit Learning Technology Department to convey the request. All usage will be subject to the PSSD Acceptable Use Policy.

4. Caretaking Fees

- a) Caretaking service fees may apply as outlined Section 1(c) of the [Agreement for Use of School Premises](#).
- b) If caretaking expenses are incurred, the required fees should be deposited and a copy of the [Caretaking Service Claim Form](#) and the deposit slip forwarded to Division Office for processing.

- c) The employee shall be paid according to his/her applicable collective agreement through payroll on the next regular pay run. The deposited fees will then be transferred from the applicable school-generated funds account to cover the said costs.