



Anglophone North School District

After-hours Use of School Facilities

Document includes:

- Standard Operating Procedure – ASD-N After-hours Use of School Facilities
- Sample Application for Use of School Facilities and Grounds for ASD-N
- Community Use of School Facility Guidelines for ASD-N
- User Group Categories for ASD-N
- Rental Fee Schedule for ASD-N

Standard Operating Procedure



After-hours Use of School Facilities

Policy: Community Use of Schools, Policy 407

Guidelines: ASD-N Community Use of School Facilities Guidelines

Procedure: Anglophone North School District school administrators and administrative services will use the following procedure when arranging after-hours use of school facilities:

1. The “User” completes and signs the request form “Application for Use of School Facilities and Grounds” and provides the form to the school at least ten business days prior to the date requested.
2. School staff provides the “User” with a copy of the “ASD-N Community Use of School Facilities Guidelines.”
3. School staff confirms if the request can be accommodated at the school level. A representative from the school signs the request form.
4. School staff scans and emails the PDF request form to the Senior Administrative Services Clerk (SASC) in Bathurst or Miramichi, depending on school location.
5. SASC reviews request form and completes “District Office Use Only” section.
6. SASC scans and emails PDF request form to Office of the Superintendent (OS) for approval.
7. Director of Finance and Administrative Services (DFA) at the OS reviews and approves or rejects the request.
8. DFA returns the completed request form to the appropriate SASC.
9. SASC files the request form, and sends a copy to both the school and the User.
10. SASC confirms with the school staff if the event took place and if there are any custodial costs associated with the event, and if required sends an invoice to the User.



APPLICATION FOR USE OF SCHOOL FACILITIES AND GROUNDS
Anglophone North School District

#0001

Note: This form is to be completed at least 10 business days prior to the date requested.

Organization, Group, Individual (User):

Contact Person: Email Address:

Address: Postal Code:

Phone #: (Home) (Work) (Cell)

Name of School: Purpose of use:

Estimated No. of Participants: Age of Participants: School-Aged Adult

Are you charging admission/fee? Yes No If yes, what is the price of admission per person/day: \$

Frequency of Use: One time Weekly Monthly

Activity to take place on the following day(s) of the week: Mon Tues Wed Thur Fri Sat Sun

Start date: End date: Hours of use: From: To:

Area(s) and Number of hours requested:

- Gymnasium - Single (# of hrs.) Gymnasium - Double (# of hrs.)
Theatre - Rehearsal (# of hrs.) Theatre - Show (# of hrs.)
Classroom(s) How many? (Time requested: 4 hours and less or More than 4 hours)
Other room (be specific): (Time requested: 4 hours and less or More than 4 hours)
Playfields/Grounds (# of hrs.) Equipment requested:

DISTRICT OFFICE USE ONLY
User Group: Group A Group B Group C Group D
Rental Fee: + HST
Custodial Fee: \$/hour, if applicable. To be confirmed after event.
Final copy provided to: School User Date:

LICENSE AGREEMENT / INDEMNITY

This License Agreement is between Anglophone North School District hereinafter called the "District" and (Organization, Group, Individual), hereinafter called the User. The District hereby licenses and permits the User to use the facility as described in this agreement. The User has read and accepts the terms of policy 407 governing the community use of schools, and accepts responsibility for any damage or breakage to the school building or property by the user or one of his/her members, guests or participants. The User agrees to the conditions specified by the District as listed on the ASDN website at http://asd-n.nbed.nb.ca/. The User is aware that the District does not carry liability insurance for the benefit of the User. The User agrees to indemnify and save harmless the District and Province of New Brunswick, including their employees and agents of all liabilities, claims, actions or damages arising from the use of the school by the User. All fees are subject to HST.

NOT VALID UNLESS SIGNED BY ALL THREE PARTIES
Signature on behalf of User (Must be 19 years or older) Date
Signature on behalf of School Date
Signature on behalf of the Office of the Superintendent Date

Please make cheques payable to "Minister of Finance."



Community Use of School Facilities Guidelines Anglophone North School District

1. An “Application for Use of School Facilities and Grounds” rental agreement must be signed by all User Group Categories. **NOTE: Rental agreements are required to be signed whether a fee is charged or not. User Group A1 has some exceptions that do not require a rental agreement.**
2. Applications for the use of school premises/facilities shall be available at all schools. Requests for use of facilities should be initiated at least 10 business days prior to the event and are subject to district office approval.
3. It is recognized that municipalities or local service districts may choose to coordinate and negotiate school usage agreements for recreation activities in their community.
4. Applications for long-term usage must be renewed by User on an annual basis and liability insurance submitted prior to approval.
5. Approval for an application shall be subject to the User contacting the school principal to review “on site” details.
6. The User shall complete a Usage Agreement releasing the Minister of Education and Early Childhood Development and the School District of all liabilities, claims, suits, damages and expenses due to or arising out of any act or neglect by the Minister of Education and Early Childhood Development and/or the school district. The User is aware that the District does not carry liability insurance for the benefit of the User.
7. 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.
8. 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. School activities will take precedence.
9. The User shall ensure that the maximum capacity rating as posted is respected.
10. The User shall ensure that only the designated entrance for User activities is used. The door shall be unlocked 15 minutes prior to the activities and locked 15 minutes after. All further entry will have to be monitored by the User, unless other arrangements have been approved by the District.
11. The User will ensure that adequate supervision is provided at all times and that all activities are conducted in a safe manner.
12. Only that portion of the school premises/facilities which has been approved for use by the applicant shall be used. Individuals must not wander throughout the school in unauthorized areas.
13. Users are responsible for set-up / take-down of chairs, tables, risers and stages.
14. Prior approval of the Senior Education Officer shall be required before any posters or signs are displayed by the User in schools.

15. Tobacco use is prohibited in all school buildings and premises which includes parking lots and school grounds, under District Education Council Policy E-3. All groups and individuals renting/using facilities are required to inform all participants and spectators that they are in a smoke-free environment. The User will be required to monitor the event. If anyone is seen smoking on school property during an event, a warning will be issued. A second violation will result in cancellation of future rentals for that group or individual.
16. Appropriate footwear shall be worn during sporting activities in the gymnasium to prevent damage and markings on the gym floor.
17. Booking of gymnasiums for the purpose of floor hockey is limited to specific facilities. In facilities where floor hockey is permitted, only hockey sticks with plastic blades and white tape are permitted.
18. It shall be the responsibility of the User to provide all expendable materials required for User activities.
19. School equipment of any kind must not be used without the expressed written permission of the School Principal.
20. 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 and shall be returned to its original position.
21. All aspects of the use of school facilities shall meet the requirements of the Fire Marshal.
22. To conform to Fire Marshal Regulation candles or any other item which contains an open flame are strictly forbidden.
23. The User shall be held financially responsible for property damage or loss caused by the User including the User's members, guests and participants.
24. Agreements between the 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.
25. A custodian may be placed on duty for group activities as deemed necessary. If custodial services are required, the cost shall be charged to the User.
26. The school premises/facility shall be left tidy.
27. All payments, including fees for any supplementary services will be made, as per invoice rendered, not later than seven days from the invoice date. District reserves the right to requirement payment in full from the User prior to the event taking place.
28. Applications may be required to deposit a certified cheque or money order payable to the Minister of Finance prior to being granted approval for the use of school facilities.
29. Individuals, groups or organizations that are in financial arrears with previous school use agreements shall not be eligible for rental of school facilities.
30. When keys to the school facility have been provided to the User, the supervisor of the event will be responsible for maintaining the keys in his/her possession at all times, ensuring the facility is securely locked after use, the alarm is set, and the keys are returned as agreed.
31. All cancellation notices by the User must be received at least 48 hours in advance by notifying the school. Failure to do so will result in applicable rental charges.
32. Additional fees will be applied to all rentals requiring custodial services for opening or locking the school, extra cleaning duties or responding to false security alarms. Custodians can only be paid through District Office.
33. User must ensure no food or drinks are used in gyms or theatres and only proper footwear is to be worn in the gym area. Damage resulting from this procedure not being followed may lead to cancellation of rental privileges and/or charges for clean-up/repairs.

34. Rental times will be based on first-come, first-served, but preference will be given, when possible, to the group categories as they are listed.
35. Youth orientated rental groups wishing to operate a canteen on school property are encouraged to follow the [Healthier Foods and Nutrition in Public Schools, Policy 711](#).
36. Rental groups must obey all posted “No Parking” and “Disabled” parking spots. Drivers disobeying these signs will be towed at the owner’s expense.
37. The Superintendent, Designate or Principal may set additional conditions as the situation warrants.
38. Rental contracts may be cancelled immediately and future privileges suspended if any of the procedures listed above are not adhered to and the District shall not be held liable for any claims arising out of such cancellations.
39. The raising/lowering of basketball nets is the responsibility of the coach/supervisor; youth are not permitted to perform this task. At the end of the event, the coach/supervisor must raise nets to the 19 foot height.
40. Arrangements for use of school clocks, sound systems, AV equipment, etc. must be made at least one week in advance. Fees for supplementary services or equipment may be charged in addition to the base fees shown in the Rental Fee Schedule. Examples are: custodial or supervisory services, use of sound systems and or sound system operators.
41. School facilities can be made available from 8:00 AM until 11:00 PM (at the discretion of District and school personnel), excluding regular school days, unless special arrangements have been made through District and school personnel. It is understood that there is limited availability during instructional time.
42. Rentals requiring use of kitchen facilities require prior consultation with the Director of Finance and Administrative Services.
43. No keys will be provided to any outside user groups. Keys may be provided to internal groups at the discretion of the principal.
44. Approval of the use of facilities may be cancelled immediately if the terms of the policy have been breached.

Reference

Department of Education and Early Childhood Development:

- [Community Use of Schools, Policy 407](#)
- [Healthier Foods and Nutrition in Public Schools, Policy 711](#)



After-hours Use of School Facilities

User Group Categories

Fees will be applied for the use of school facilities in accordance with the user group/activity categories defined below. All fees are subject to HST.

Group A – Direct School Services

- 1) **Direct School Services includes:** Parent School Support Committee (PSSC) meetings, District Education Council (DEC) meetings, Home and School Association meetings, Student Council activities – no rental agreement required
Union activities of school system employees, support services for parents, literacy initiatives – rental agreement required if facilitated by someone outside of the school
- 2) **Youth Services Non-Profit includes:** youth (school-aged) services related to cultural, educational and recreational events where organizers and instructors do not receive financial gain from fees collected, such as Scouts, 4H Clubs, Community Access Centres, non-profit after-school programs with no fee

Group B – Youth Public Service

- Youth cultural, educational and recreational events where organizers and/or instructors may or may not receive financial gain from fees collected.
- Youth camps
- Non-profit after-school childcare that charge a fee

Group C – Public Service

- Non-profit special interests or community groups and service organizations
- Community recreational, educational and cultural activities where organizers/instructors do not receive financial gain
- Government departments and agencies

Group D – General

All others not covered above, including:

- Appropriate commercial and private events for financial gain
- Wedding receptions, reunions, dinner and dance events
- Meetings of political organizations and meetings of unions not affiliated with the school system
- For-profit daycares, for-profit after-school childcare

Rental Fee Schedule

		Rental Fees ¹						
User Group	Duration	Theatre				Gym		Classroom/ Other
		Rehearsal		Show		Single	Double	
		< 250 seats	>250 seats	< 250 seats	>250 seats			
A	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B	1 hr	\$5	\$10	\$12	\$24	\$5	\$10	\$5
	2 hrs	\$10	\$20	\$25	\$50	\$10	\$20	
	3 hrs	\$15	\$30	\$35	\$70	\$15	\$30	
	4 hrs	\$20	\$40	\$50	\$100	\$20	\$40	
	4+ hrs	\$25	\$50	\$60	\$120	\$25	\$50	\$10
C	1 hr	\$10	\$20	\$25	\$50	\$10	\$20	\$10
	2 hrs	\$20	\$40	\$50	\$100	\$20	\$40	
	3 hrs	\$30	\$60	\$75	\$150	\$30	\$60	
	4 hrs	\$40	\$80	\$100	\$200	\$40	\$80	
	4+ hrs	\$50	\$100	\$125	\$250	\$50	\$100	\$20
D ²	1 hr	\$30	\$60	\$60	\$120	\$15	\$30	\$15
	2 hrs	\$60	\$120	\$120	\$240	\$30	\$60	
	3 hrs	\$90	\$180	\$180	\$360	\$45	\$90	
	4 hrs	\$120	\$240	\$240	\$480	\$60	\$120	
	4+ hrs	\$150	\$300	\$300	\$600	\$75	\$150	\$30

¹ Fees for supplementary services or equipment may be charged in addition to the base fees shown in the schedule. Examples are: custodial or supervisory services, use of sound systems and or sound system operators.

² Fees in this category have been set to approximate market value so as not to compete with private sector ventures.