

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>Pages</b>
<b>No. 901 COMMUNITY USE OF SCHOOL FACILITIES (SCHOOL YEAR)</b>	May 25, 1999	November 3, 2015	4

**It is the policy of the Tri-County Regional Centre for Education to commit to the open use of our school facilities by way of the following procedures.**

<b>PROCEDURES Under Policy 901</b>
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1. Schools that are designated as Community Schools, with Tri-County Regional Centre for Education approved protocol procedures in place, are exempt from the terms of these procedures.
2. Principals are encouraged to establish structural procedures within these parameters in partnership with school advisory councils and/or home & school committees.
3. Individual schools must establish a fee structure on a yearly basis. This structure must be submitted to the Coordinator of Community Learning and Revenue Generation by October 31<sup>st</sup> of each school year. The Coordinator will prepare a report listing school fee structures and submit same to the Operations Committee for information.
4. Individuals or organizations requesting use of school facilities will contact the principal or his/her designate. (The designate must have written authority from the principal to assume responsibility for organizing use of the facility).
5. Each application for use of school facilities will require the completion of Appendix "A"
6. Monies raised through rental of schools will be deposited in the school's operating account or an account approved by the Tri-County Regional Centre for Education. The school will maintain financial records detailing income generated by rental of school facilities.

**PROCEDURES Under Policy 901 Cont'd**

7. Any monies being collected for janitorial services, which are to pay for the full cost of extra services provided, are to be forwarded to the Tri-County Regional Centre for Education. These funds must be submitted to the Tri-County Regional Centre for Education in conjunction with the documentation for the janitorial compensation.
8. All rental groups or individuals using school facilities must adhere to Tri-County Regional Centre for Education policies and guidelines as outlined on the back of the application.
9. As principals are ultimately responsible for their facilities, he/she has the right to refuse any application. Any appeal to the principal's decision will be made to the School Advisory Council for that facility.

**APPENDIX "A"****Policy 901****TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
APPLICATION FOR USE OF SCHOOL FACILITIES**

Section A – To be completed by the Applicant

SCHOOL \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

1. Applicant \_\_\_\_\_  
ORGANIZATION NAME2. Contact Person for the Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_3. Person in Charge of Event (Program) at School \_\_\_\_\_  
Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

4. First Date of Use \_\_\_\_\_ # of Usages \_\_\_\_\_ Frequency \_\_\_\_\_ Last date of Use \_\_\_\_\_

5. Time Facility To Be Opened \_\_\_\_\_ Function Times from \_\_\_\_\_ to \_\_\_\_\_

6. Purpose(s) for which premises will be used \_\_\_\_\_  
# of Participants \_\_\_\_\_ # of Supervisors \_\_\_\_\_7. Will a Fee of Admission Charge be levied? YES ( ) NO ( ) Amount \$ \_\_\_\_\_  
Disposition of Proceeds \_\_\_\_\_

Section B – To be completed by the Principal or Authorized Designate

FacilityRequirementsCost\_\_\_\_\_  
\_\_\_\_\_Janitorial Charges (covering all extra costs at applicable rates and made payable to Tri-County Regional  
Centre for Education) \_\_\_\_\_

Further details (if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Person in charge of building during occupancy \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Approved By \_\_\_\_\_ Date \_\_\_\_\_

**Policy 901****REGULATIONS**

1. A written application shall be made to the Principal on the prescribed forms supplied by the Tri-County Regional Centre for Education, not less than 14 days before the date of which the facility is required. The Principal may waive the time requirement in the case of emergency. An applicant, prior to obtaining approval, should check the facilities to be used with the Principal or his/her designate.
2. The building will be available for use only upon presentation of the approved application to the Supervisor in charge. The building is to be used only on the date or dates and hours indicated and for the purpose specified in the application. The building must be vacated by the time shown on the application.
3. The approved applicant shall be responsible to the Tri-County Regional Centre for Education for all damages to the buildings and/or equipment and shall indemnify and save harmless the Tri-County Regional Centre for Education from any claim whatsoever by or in respect to any person or persons.
4. Permission to charge an admission fee or to sell refreshments or other goods is subject to the Principal's approval.
5. It is the duty and responsibility of the applicant to ascertain if there are any local, provincial or federal taxes applicable to the function and to collect and remit those taxes to the proper governmental authority.
6. The Principal maintains the right to cancel, after due notice, any agreement if facilities are misused and to cancel, with reasonable notice, if the facility is required by the school or the Tri-County Regional Centre for Education.
7. No advertising in connection with any production is to be displayed or affixed to any part of the school grounds or premise unless authorized by the Principal.
8. No smoking is permitted on any school property.
9. Alcohol is not permitted on school property.
10. The applicant shall be responsible for the conduct of all persons admitted to the facilities approved for use and shall see that all regulations contained in this application are strictly observed. If the school facility being used is, in the opinion of the Principal, such as to require special supervision, the Principal shall require the applicant to provide proper and adequate supervision. If it is found that the standard of supervision was not of an acceptable level, or the applicant did not follow the specified regulations, the approved application may be canceled and not other issued to that organization in future.

EMERGENCY CONTACT: \_\_\_\_\_