

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 4006(A)

SUBJECT: COMMUNITY USE OF SCHOOL
BOARD BUILDING

Date
Revised 97 05 05

The Board of Education recognize the following priorities in terms of use of the School Board building (including the Board and Conference rooms):

1. The business of schools and the Board of Education shall be given priority access, use, and booking privileges over community groups.
2. That employee use through instructional and educational support programs, continuing education, or general office needs take precedence over community organized groups or agencies.
3. That community groups wishing to use the School Board building facilities be guided by the regulations 4006(A)R - Community Use of School Board Building.
4. That all community group contracts extending beyond one year shall be reviewed annually by administration.

REGULATIONS - COMMUNITY USE OF SCHOOL BOARD BUILDING

1. **Eligibility of Applicants**

Applicants must represent properly constituted community groups capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

2. **Use of Facilities**

All activities must be confined to the parts of the building stipulated on the contract. Sub-letting of facilities is not permitted.

3. **Supervision**

The person in charge of the group is responsible for the admission, actions, and behaviour of all participants and/or spectators on the property of the School District. All groups using school facilities shall provide adequate supervision of the participants in the activity by a mature person(s).

The individual designated as "in charge" will:

- a. Make himself known to the custodian on duty in the building.
- b. Enforce all Board regulations concerning the use of school facilities and playfields.
- c. Supervise entrance and adjacent area to prevent unauthorized persons from entering the building.
- d. Limit activities and participants to the area assigned to the group.
- e. Ensure that specified days and times are adhered to as stated on Rental Agreement.
- f. Ensure that all members are out of the building when the activity ceases.
- g. Take all and any action that may be required for the preservation of the School District's property, and ensure that the premises are left in the same order and condition as they were left by school district personnel.
- h. With certain groups, the Board may require the attendance of a custodian to assist the group in carrying out the above conditions. The cost of the custodian's fee will be added to the rental charge.

4. **Insurance**

The group will provide adequate public liability insurance for its own participants.

5. **Indemnification and Hold Harmless**

The User Group shall indemnify and hold harmless the Langley School District and any of its officers, employees, servants, agents and contractors for any and all loss, liability, claims or expense arising out of the use and/or occupation of the property belonging to the Langley School District by the User Group and any of its officers, employees, servants, agents, contractors and volunteers, except that such loss arises from the independent negligence of the Langley School District.

REGULATIONS - COMMUNITY USE OF SCHOOL BOARD BUILDING

6. **Waiver of Subrogation**

The User Group hereby agrees to waive all rights of subrogation or recourse against the Langley School District with respect to the use or occupation by the User Group of the premises described in the rental agreement.

7. **Cancellation**

School functions have priority over Rental Agreements, and may preclude a rental activity on certain occasions. If any of the facilities covered by the contract are required for purposes of the School District, or if the School District shall require any of the facilities for one night for any purpose, the said facilities shall be made available to the School District, provided that the Renter receives ten (10) days notice to any such intended use. Groups wishing to cancel a session are to notify the School District Office in advance when a session is cancelled, or regular rental charge will apply.

8. **Rental Agreement**

Applications for use of facilities should be made 10 days prior to starting date. No changes or alterations may be made to the Rental Agreement unless authorized by the School District Office.

9. **Parking**

Parking of vehicles shall be prohibited on all grounds, except in specified parking lots. Fire lanes must be kept clear at all times.

10. **Alterations**

No alterations, installations, or fastening shall be permitted in the building unless authorized by the School District.

11. **Language**

Profane or insulting language shall not be permitted in the facility.

12. **Temporary Storage**

Storage of renter's equipment will be provided, by prior arrangement with the District, only if lockable storage areas are available.

13. **Fire Safety**

Persons renting school facilities must comply with the School District Policy and Regulations and with Municipal fire by-laws. These include use of only fire-proof props; not exceeding the seating capacity and keeping existing exits clear.

REGULATIONS - COMMUNITY USE OF SCHOOL BOARD BUILDING

14. **Intoxicants**

Possession or consumption of intoxicants on any portion of school premises is strictly prohibited.

15. **Damages**

All breakages and damages will be repaired or replaced by School District personnel and charges billed to the Renter.

16. **Lost Property**

The School District will not be responsible for any property left on Board premises.

17. **Rental Times**

If the time approved on the Rental Agreement does not conform to normal rental periods, or if there is future increased demand for the facilities, the School District reserves the right to change the rental time. Groups are to arrive ten minutes before commencement time, and leave at termination time.

18. **Access to Facilities**

Access on school nights will be through the custodian on duty. Access on weekends and holiday periods will not be allowed unless provision is made for a custodian or a security guard to unlock and lock-up the premises. No keys will be issued to rental groups. There is a minimum call-out charge for this service, to be paid by the Renter.