

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 547 – Rental Or Lease Of Division Property / Facilities And Related Partnerships	
Related LCSD AP's	AP 181 – Video Surveillance AP 162 – Alcohol and Drugs On School Premises AP 163 – Tobacco Free Environment AP 548 – Loan of Equipment and/or Materials and Facility Use	
Form(s)	F 547-1 – Facility Utilization Agreement F 547-2 – Rental Fee Schedule	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175	
Received by the Board: September, 2023		Update: September, 2023

Background

The Division is an active partner with community groups and organizations within the City of Lloydminster and would like to support these groups and organizations, while maintaining the integrity and safekeeping of its property.

Procedures

1. All groups must obtain approval for the use of facilities/grounds from the Principal.
2. Any group requesting use of the facilities/grounds must name a designated representative who has been given the authority to act on behalf of the organization and to appoint responsible adult supervisors for each activity and all spectators.
3. Division insurance covers only school-related activities. All groups are required to provide proof of liability and accident insurance. If the event is personal (birthday party, etc.) the organizer's homeowners' liability can usually be amended to include the event. In cases where homeowners' policy is not available insurance may be purchased from Saskatchewan School Boards Association and AON at <https://ssba.instantriskcoverage.com/login>. The level of insurance is dependent upon the event. A high performance sport should have \$5M liability Insurance; a birthday party, etc., event should have \$2M liability Insurance.
4. Users shall assume responsibility for any loss or damage of property or equipment.
5. The rental fee shall be levied if notification of cancellation is not provided in writing, during school hours, a minimum of twenty-four (24) hours, prior to the scheduled time for the activity.
6. LCSD's preferred payment for facility rentals is E-transfer. Submit E-transfer to lcsdfinance@lcsd.ca and include name of organization and school rented within the message. LCSD is setup for autodeposit.
7. Non-marking running shoes are required for all athletic activities involving the use of the gymnasium. No street footwear is permitted in the gymnasium without arrangements for appropriate floor covering.
8. The public is expected to remove outside footwear.
9. All groups must realize that bookings may have to be altered in accordance with school priorities if forty-eight (48) hours' notice is given to concerned parties.
10. All groups are responsible for their own First Aid kits.

11. Per legislation, All tobacco use on school grounds is prohibited.
12. Alcoholic beverages, Prescription and non-prescription medication, or illicit drugs are not permitted in the school building or on school property.
13. Food/drink is not permitted in the gymnasium. Groups shall indicate on the rental form if they are requesting permission to serve food/drink in the facility. Such requests are subject to the approval of the Principal.
14. Classrooms, laboratories, offices, supply rooms, staff room, and all other parts of the building not specifically designated as part of the rental agreement are not to be used or entered whether locked or not.
15. Arrangements to open and close the school shall be made with the Principal or designate.
16. The group shall be responsible for clean-up following use of the school facilities. Additional charges for janitorial services shall be assessed to the organization if additional work is necessary to return the facility to the accepted standard, at the discretion of the Principal.
17. The group must ensure adequate supervision of children and spectators. Inadequate supervision may result in denied rental of division facilities.
18. In cases of groups being disallowed use of the school facilities, a written appeal may be made to the Director or designate. The Director will make a decision as to whether they may be able to use the facility.
19. All usage of Division facilities will be prepaid unless an on-going agreement or facility use exists; where upon a monthly invoice may be issued.
20. In certain cases, upon application to the Director or designate, partnerships with community groups or organizations may be established in lieu of established rental or lease rates.
21. School Grounds:
 - 21.1. Applies to organized activities. Use of school grounds by students for unorganized activities shall have no restrictions, but must follow the school rules that would be expected under supervision.
 - 21.2. Exterior athletic equipment (e.g. soccer balls and nets) will not be provided.
 - 21.3. Subject to custodial charges if school grounds require cleanup (e.g. littered).
22. Video Security Surveillance – The Division has implemented video security surveillance for the protection of student and staff safety, and property. All rental groups are subject to the same terms and conditions regarding surveillance as outlined in Administrative Procedure 181.
23. Rentals of the Student Services Centre and/or the Boardroom must cite AP162 Alcohol and Drugs on School Premises.