
COMMUNITY USE OF SCHOOL FACILITIES

School facilities may be rented by individuals or community organizations at rates that vary according to the facility requested.

School activities have priority in the use of school facilities.

The Division will allow one evening per week gymnasium time within our schools, free of charge, to student organized activities, providing supervision is identified and janitorial services are available or are arranged for the time of the activity. The time for this activity period normally will be from after school until 9:00 p.m. In order to be considered under the A Free Night Designation, an activity must be offered free of charge to students unless a recoverable materials fee is required. Teams or clubs that have try-outs and cut students do not qualify under the A Free Night Designation.

Rental fees may be waived by the Superintendent where participants are Division students and other stipulations of the policy are met.

Rentals – Continuing Education

The Swan Valley School Division recognizes the value of access to Continuing Education for students and adults. Therefore, the use of school facilities required by the institution seeking to offer the educational program whether it be classed as basic skill upgrading, vocational or career courses, farm courses, etc. - shall be provided for a reasonable fee.

Rentals – Swan Valley District Recreation Commission

- (1) School gymnasiums will be made available for use by the Recreation Commission, except for extracurricular activities of the school itself.
- (2) The Recreation Commission will be responsible to leave the facility in the same condition as prior to its use.
- (3) The Recreation Commission will be liable for damages as a result of rentals.
- (4) Rental rate as per Swan Valley School Division Facility Use Agreement.

Summer Use of Classrooms

Classrooms may be used free of charge by such organizations as Vacation Bible Schools and other youth oriented groups during the summer vacation period. The school must be left in the same condition as when first occupied. The approval process will involve the consultation and consent of the Principal of the school involved and the Maintenance Supervisor. The Board of Trustees shall be informed and/or consulted when it is deemed appropriate

Rental of School Maintenance Equipment

Division Maintenance equipment may be rented by municipalities at an hourly rate. A School Division employee must operate the equipment.

Rental of Auditorium Chairs

The established rate of chair rental is .50 cents per chair. This nominal charge is to compensate for minor repairs. Excessive damage, in the judgement of school authorities, shall be evaluated and assessed against the organization.

Rental or Loan of School Equipment

Except as allowed, equipment owned by the School Division shall not be loaned or rented to any person or organization unless done so by the express permission of the Board granted by resolution at a duly constituted meeting.

Notwithstanding this restriction, equipment may be loaned or rented, by permission, to an organization if a School Division employee member of said organization is prepared to operate the equipment and be responsible personally for any damage which may accrue. The employee shall be responsible also for transporting the equipment to and from the place of use.

Use of School Facilities – Parent Council

Executive Committees of duly elected and recognized Parent Councils are allowed free use of their respective school rooms and/or ancillary school room facilities provided that janitorial services beyond those provided on a regular basis are not required.

Meetings called by the Parent Council will be allowed free use of their respective school room and/or ancillary room facilities provided that janitorial services beyond those provided on a regular basis are not required.

School areas used for meetings herein described must be left, in the opinion of the Board or its designated employee, in a state of order and cleanliness as deemed acceptable. Any extra duties required of a custodian before or after a meeting will be assessed against the Parent Council at the rate per hour currently in effect relative to such custodial duties.

Rental of Cafeteria

No organization will be allowed to bring its own food when renting the cafeteria except by special permission of the Superintendent. Any meals served must be arranged through the Chef of the school.

Community Use of Schools in an Emergency

A community requesting a key to the local school(s) for emergency purposes shall be supplied one key to the exterior door of the school or schools. The key will be given to a member of the Town Council or its designate upon receipt of a signed statement assuming absolute responsibility for the keys security and after instruction as to operation of the school's security system.

The key must be kept in a place not accessible to any unauthorized person.

	Gymnasium			Multipurpose Room	
	SVRSS	ESRSS	Other Schools	SVRSS	ESRSS
School Activities					
Flat Rate Nil	Nil	Nil	Nil	Nil	Ni
Hourly Rate	Nil	Nil	Nil	Nil	Nil
Local Organization Flat Rate	39.00	33.00	27.00	33.00	27.00
not charging admission Hourly Rate & not requiring equipment	13.00	11.00	9.00	11.00	9.00
Local Organization with Flat Rate	75.00	60.00	45.00	60.00	36.00
Silver Collection Hourly Rate	25.00	20.00	15.00	20.00	12.00
Local Organization Flat Rate	150.00	75.00	60.00	75.00	45.00
charging admission & Hourly Rate requiring equipment	50.00	25.00	20.00	25.00	15.00
Political Meetings Flat Rate	150.00	75.00	60.00		
Hourly Rate	50.00	25.00	20.00		
Special Church Services Flat Rate	150.00	75.00	60.00		
Conventions Hourly Rate	50.00	25.00	20.00		
All Other Rentals Flat Rate	270.00	180.00	105.00		
Hourly Rate	90.00	60.00	35.00		
Cafeteria Rentals for Flat Rate	45.00				
banquets, etc. Hourly Rate	15.00				

- FLAT RATE - based on any rental up to 3 hours.
- HOURLY RATE - rate charged for any hour or portion thereof after the 3 hour rental.
- CLASSROOMS - any classroom rental - flat rate is \$15.00 for up to 3 hours; \$5.00 per hour after 3 hours.
- CHAIR RENTAL - chairs which are taken out of the school are charged at .50 cents per chair.
- FLAT CHARGES - Sports Equipment - \$ 5.00
- CHAIRS & TABLES - \$15.00
- OTHER EQUIPMENT - \$10.00