

COMMUNITY USE OF SCHOOL FACILITIES

Background

School facilities shall be utilized for education of students in the public educational system. When not occupied, school facilities may be made available to responsible individuals or organizations for community use. Priority will be given to individuals or organizations requesting use for school-aged participants.

In providing for the community use of schools the Division levies a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations, and other groups seeking to promote the educational, cultural, and recreational aspects of community life.

The Division does not ordinarily rent space to any individual or firm for commercial or monetary gain with the exception of the Centennial Auditorium which is available for this purpose. Gutheridge Field is not available for public use. Senior administration may grant approval for rent for special events.

Provisions are made to use the schools when requested for conducting local, provincial, or federal elections.

Prairie South School Division reserves the right to deny any application to rent its facilities on a case by case basis at its own discretion.

Prairie South School Division reserves the right to undertake its own productions to help offset operational costs and promote local talent.

1. Rental Rates and Charges

Rates are published in Appendix A & B – Schedule of Fees

Rates will be published in the Spring before the end of the current school year with an annual inflation adjustment.

1.1 Multi Day/Seasonal rentals – Leagues, Groups of school-aged participants

Caretaker required

- Will be charged a participation fee per semester (16 week block) + caretaker fees which may involve overtime

Caretaker not required – Staff supervisor

- Will be charged a set participation fee per semester (16 week block)

1.2 Events/Tournaments

Groups or individuals who participate in the event or tournament.

Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

1.3 Adult Leagues/Programs

Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

1.4 Day-to-day rental rates

Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

Caretaker not required – Staff supervisor

- Will be assessed a facility rental charge

1.5 In all cases where a Prairie South employee is required, if the Division is unable to provide coverage the rental will be cancelled.

2. Application for Rental

2.1 Applications for rental or use of school facilities are to be made through the facilities department with the exception of the Centennial Auditorium which shall be made through the Auditorium Manager. Applications will not be approved prior to September 15 of the school year of the request.

2.2 Payments of fees and charges for all facility rentals are to be made to the Division Office when approval of the event is given. Fees are to be submitted monthly to the Accounting Department with a report on rental activity.

3. Restrictions

3.1 School premises must be left in a tidy condition by the party renting the school.

3.2 Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Facilities Manager so that a suitable settlement may be made.

3.3 Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under 18 years of age.

3.4 Security personnel must be provided by the renter in all cases where school buildings are being rented during regular school hours on any instructional day where the event/rental circumstances are such that the general population has access to the school building.

3.5 The following are not permitted on school property:

- Smoking, vaping or tobacco use (see Administrative Procedure 162 – Tobacco and the use of Tobacco Products).
- Use of illicit drugs, marijuana and alcohol.
- Alcoholic beverages except as permitted by joint use agreements.
- Public dances, except as permitted by joint use agreements.
- Motorized vehicles on school grounds except in authorized parking areas.

- 3.6 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance. Prairie South School Division reserves the right to request a copy of the lessee's comprehensive general liability insurance policy prior to approving an application to rent its facilities.

4. Division Office Facilities

- 4.1 The Director of Education may approve the use of the Division Office meeting facilities for school division related groups, principal and vice-principal groups, teacher and support staff groups.
- 4.2 The business of the School Division will take precedence in scheduling meeting rooms.
- 4.3 The Division Office premises are to be left in a clean and tidy condition and the building secured as directed by the Facilities Manager.

Reference: Sections 85, 87, 175 Education Act

June 3, 2025