

**DIVISION:** OPERATIONS **EFFECTIVE:** September, 2014  
**NAME:** Community Use of Schools and Other Facilities  
**APPROVED:** June 14, 2014 **AMENDED:** June 8, 2019

---

## POLICY STATEMENT

The Newfoundland and Labrador English School District (the “District”) may make District facilities available for other educational, social, cultural, recreational and appropriate commercial activities for the general community when not required for District educational purposes.

---

## BACKGROUND

The primary function of the District’s school facilities is to serve the needs of students. A secondary function is to provide, where feasible and practical, school facilities to serve the educational, recreational and social needs of the community.

---

## SCOPE

This policy will apply to all school facilities in the Newfoundland and Labrador English School District, subject to any provisions contained in existing agreements with other institutions, organizations or corporations.

---

## DEFINITIONS

**Commercial Use:** Use of District facilities or grounds by which an individual or organization gains a material financial benefit. As guidance, a profit of over \$200/month is considered material.

---

## **POLICY DIRECTIVES**

1. Government's general liability insurance policy will cover school sponsored events where the participants are students in the K-12 school system. This coverage also allows for community groups to rent the school facilities without having to provide proof of liability insurance. However, proof of general liability insurance acceptable to the District is required when the school premises are used for commercial purposes, or where approval has been requested to serve alcohol. The latter two uses must be pre-approved through application to the District office, and proof of general liability insurance must be provided with the Newfoundland and Labrador English School District included as an additional named insured, prior to rental.
2. The NLESD assumes no responsibility for any loss or damage of any kind or nature whatsoever arising from the use of the District's facilities where the use is not specifically related to District educational purposes.
3. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations, and policies of the Department of Education and Early Childhood Development and the District.
4. The user shall provide suitable adult (18 years and older, 19 years and older in cases where alcohol is served) supervision of the activities during the time of use.
5. All schools, District facilities, worksites, and associated grounds are to be cannabis and smoke free at all times. The consumption of alcohol on District property is strictly prohibited, except under extremely rare circumstances where the District may approve alcohol consumption for events for which there is no other suitable location within the school community to hold the event. For example, a wedding reception in a rural community where the school is the only suitable facility available. Such approval may be granted by the Director of Education or designate, in accordance with District regulations.
6. Organizations or groups who, as a result of misuse or accident, cause the school or District to incur extra expenses shall be billed accordingly and may lose permission to use the facilities.
7. Any damages to school property by the user group must be promptly reported to the District, and repaired in a manner and timeframe to the satisfaction of the District. Failure to carry out and/or pay for the necessary repairs will result in

cancellation of future use and potential legal action to recoup the costs associated with the damage.

8. To avoid competition with the private sector, the use of school facilities for private use or for personal or commercial gain will generally be considered only if there is no suitable facility available in the community; or the person or organization is charged a rental fee comparable to the commercial rate for a similar facility. Exceptions may be made for after-school programs for school-aged children, as a convenience to parents, provided the school allows competitive bids for access each year. All commercial rental arrangements must be authorized by the Director of Facilities and Custodial Management.
9. If a school administrator believes that fees for a particular community user group should be reduced or waived, or if it can be demonstrated that a donation in lieu of fees would be more reasonable in the particular circumstances, the fee/donation and rationale must be documented in advance of the rental. This would be for exceptional cases only, the norm being following the fee categories as set out in administrative regulations.
10. At no time can rental/usage arrangements be undertaken that compromise the security of staff and students as per the expectations of the province's Safe and Caring Schools Policy. This specifically precludes use of schools as polling stations in any case where another community facility can be used instead. In the case of communities where the school is the only acceptable polling station, school administrators must take steps to ensure the safety of staff and students (e.g., the rental fee may require funding an additional District staff person as security to ensure voters stay to the polling area).