



DIVISION: OPERATIONS

POLICY #: OPER-602

POLICY NAME

COMMUNITY USE OF SCHOOLS AND OTHER FACILITIES

POLICY STATEMENT

The Newfoundland and Labrador English School District (“NLESD”) 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 NLESD school facilities is to serve the needs of the 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.

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, as well as smaller pre-approved commercial events. This coverage 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 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.
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APPROVED: June 14, 2014

EFFECTIVE: September 1, 2014

AMENDED: _____

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 the NLESD.
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. Smoking and 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 in accordance with district regulations.
6. Organizations or groups who, as a result of misuse, 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 repaired immediately to the satisfaction of the NLESD. Failure to carry out the necessary repairs will result in cancellation of future use and potentially legal action to recoup the costs associated with the damage.
8. To avoid competition with the private sector, school use agreements authorizing the use of school facilities for private use or for personal or commercial gain will only be considered 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.
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, application to this effect may be made to the Director of Education.

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