 Anglophone South School District	POLICY NO. ASD-S-425
SCHOOL RENTALS	

Category	Facilities		
Subject	School Rentals		
Adopted		Revised	August 2016
Policies Used / Referenced			


Policy Statement

The intent of this policy is to set standards for, and facilitate the safe and secure use of Anglophone School District South school facilities by the community during times when these facilities are not required for educational purposes. This policy applies to rentals, of one year or less, regarding the use of school facilities of Anglophone School District South by the public. School facilities will be made available to the general community with priority to non-profit community activities for youth under eighteen; and any fees charged for community use of facilities will be used to offset costs and to ensure we are not in competition with private sector interests.

Procedures

Following are the procedures for school rentals:

1. Fees for rentals shall be paid to the District at least 10 working days in advance of the event by credit or debit. Users can choose to pay the full rental fee or pay a month at a time.
2. The District reserves the right to cancel or alter a rental at any time. If, due to an emergency, facilities are required by the District/school, every effort will be made to give adequate notice prior to the date required.
3. The District must be notified of any cancellation dates at least 48 business hours in advance. Failure to do so will jeopardize any refund or credit.
4. It is prohibited for Users to sublet rental space to a 3rd party.
5. Schools closed due to inclement weather or other unforeseen circumstances, shall also be closed for all rentals. Rental groups will receive a credit for all cancellations due to these reasons.
6. Schools must be vacated by 10:00 p.m. Monday-Friday, unless special permission is provided by the School.
7. Anglophone South School District – South has guidelines for creating safe and healthy schools for students with Anaphylactic Allergies. All of our schools have been designated as peanut free and scent free. It is important for all parties who use the school facility to take all necessary precautions to minimize potentially fatal allergic reactions by carefully monitoring the use of food products to ensure they meet District guidelines.
8. The User and all persons allowed in the permitted facilities by the User, shall exit the building in the event of fire alarm or fire drill and remain outside until the appropriate authority gives the all clear.

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9. The User shall ensure that all aisles, hallways, stairways and exits in the building are kept free from obstruction at all times.
10. The User shall not bring, or retain on District premises, any products or materials which may pose a fire risk or conflict with the regulations of the Fire Dept. or the Public Health Dept.
11. No smoking, including e-cigarettes, will be allowed on District property.
12. The User shall comply with all applicable government by-laws and regulations and shall not carry on any activities which may be deemed a nuisance or of an unlawful nature.
13. Consumption of alcoholic beverages is prohibited on school premises unless approval is obtained, in writing from the Superintendent, at least two weeks in advance of the activity and copies of the required license issued by the New Brunswick Liquor Licensing Board is submitted.
14. Adult supervision must be provided by the User and must be to the satisfaction of the District.
15. The User is required to ensure that all those who are under his/her supervision have safely left the premises.
16. The User is not permitted the use of any school equipment unless authorized by the School Principal. All equipment, such as basketball winches, must be operated by a responsible adult. Equipment that is moved must be returned to its original position and due care of the floor must be exercised.
17. The User is required to restrict activities to the locations/areas as stated on the agreement.
18. Floor hockey, lacrosse, use of bats, and hard balls are prohibited in gymnasiums with hardwood floors. Only soft practice balls allowed.
19. The custodian is the District's representative in charge of buildings, grounds and equipment and the User shall comply with his/her instructions regarding the use, operation and safety of the buildings, grounds and equipment.
20. The User is responsible for any theft, loss and/or all damages arising from the use of school premises by the User or a member of his/her party.
21. The User will be responsible for any fees or charges due to a false fire or security alarm caused by the User's group.
22. Parking is permitted in designated areas only. Illegal parking will be the responsibility of the owner and/or driver of the vehicle.
23. Food or beverages to be consumed ONLY in cafeteria, or designated areas approved by the District.
24. The User is aware that the District does not carry liability insurance for the benefit of the User. The User agrees to indemnify and save harmless the District and Province of New Brunswick, including their employees and agents of all liabilities, claims, actions or damages arising from the use of the school by the User.
25. For further information, please see the Department of Education and Early Childhood Policy 407, Community Use of Schools, at: <http://www.gnb.ca/0000/pol/e/407A.pdf>

USER GROUP CATEGORIES AND FEE SCHEDULE

Fees will be applied for the use of school facilities in accordance with user group/activity categories defined below.

Direct School Service:

Includes meetings and events directly associated with school activities such as Parent School Support Committee (PSSC) meetings, District Educational Council (DEC) meetings, District Office meetings, Home and School Association meetings, fund-raising activities where 100% of proceeds directly benefit the school, union activities of school system employees, student council activities, support services for parents, literacy initiatives, school sport events, school dances, and school family evenings. **Contract is not required for Direct School Service.**

Group A Under 18 Youth Oriented, Not - For - Profit:

Youth oriented cultural, educational and recreational use where organizers and /or instructors do not receive financial gain from fees collected. Includes Not-For-Profit After or During School Programs. **Group(s) claiming "Not - For - Profit" will be required to provide proof of a "Not - For - Profit" Revenue Canada taxation number when booking rentals of school facilities or a provincial non-profit organization number.**

Group B Under 18 Youth Oriented, For - Profit and Over 18 Adult Oriented:

Under 18 youth oriented cultural, educational and recreational events where organizers/instructors receive financial gain and over 18 adult oriented cultural, educational and recreational events where organizers/ instructors may or may not receive financial gain.

Group C Commercial:

All others not covered above, including:

- a) Wedding receptions, family reunions, dinner and dance events.
- b) Appropriate commercial and private events for financial gain.
- c) Groups involved in fund-raising activities that are not school related.
- d) Meetings of political organizations and meetings of unions not affiliated with the school system.

Summer youth camps for profit and cafeteria - \$75 per day, classrooms \$50 day.

FEE SCHEDULE (1) - September 1, 2016

Group	Time Period	Auditorium		Gym		Classroom	Classroom With Technology	Theatre	Swimming Pool	Other (cafeteria, library, music room)	Culinary Tec Lab
		Small	Large	Small	Large						
A	HOURLY	-	-	-	-	-	-	-	-	-	-
B	HOURLY	50.00	100.00	20.00	35.00	20.00	30.00	35.00	50.00	25.00	25.00
C	HOURLY	100.00	200.00	50.00	100.00	30.00	40.00	75.00	100.00	50.00	50.00

(1) Fees for supplementary services or equipment may be charged in addition to the base fees shown in the schedule. Examples are: custodial or supervisory services, use of sound systems and or sound system operators. Custodial charges will only be required for week-end bookings when regular custodian is not normally scheduled. Fees do not include HST but HST is applicable on all rentals.