

## PROCEDURE REGARDING USE AND RENTAL OF SCHOOL BUILDINGS AND FACILITIES

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- (1) Schools must apply for a permit for all functions held after 6:00 p.m. on school days or functions held on days or evenings of non-school days. KF-E2 – School Use Form can be forwarded from the school principal's email as an attachment to [permits@retsd.mb.ca](mailto:permits@retsd.mb.ca). It must be received at least ten working days prior to the event.
- (2) Application for use of school buildings and facilities must be submitted on prescribed form KF-E1 – Permit Request for Public Use of Property Form at least ten working days prior to the event. Permits will be prioritized in accordance with Section (1) of Policy KF - Use and Rental of School Buildings and Facilities. Permit requests for the following school year will be accepted up to May 15th each year.
- (3) Public permits for long-term use, child care, nursery school, church groups etc. must be renewed by the board for each school year.
- (4) Upon approval of the application, the approved permit for use KF-E3 shall be issued by the director of maintenance, indicating facilities and equipment approved for use, copies of which shall be directed to:
  - (a) applicant;
  - (b) principal;
  - (c) custodian.

### **Conditions:**

- (1) A responsible adult person, as designated on the permit as "adult in charge", shall be in attendance at and shall be held responsible for all functions for which a permit has been issued.
- (2) The school, organization, or group will be responsible to provide adequate and appropriate supervision based on the type and nature of the activity taking place.
- (3) Permission for the use of school buildings and facilities is restricted to those areas specifically designated on the permit.
- (4) The permit holder shall agree to enforce the River East Transcona School Division's Code of Conduct and report any incidents or other violations to contacts listed on KF-E2 School Use Form and KF-E3 Permit for Public Use of Property.
- (5) The use of equipment/furnishings shall be limited strictly to those items that are approved in the permit.

## PROCEDURE REGARDING USE AND RENTAL OF SCHOOL BUILDINGS AND FACILITIES

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- (6) The arrangement for the use and operation of all equipment/furnishings must be made in advance of the event taking place.
- (7) The permit holder will set up and put away furniture (chairs, tables, benches, etc.).
- (8) Non-marking shoes and equipment must be used for gymnastic and sport activities that are scheduled in the gymnasium.
- (9) Classrooms shall be used only for academic and meeting purposes including Continuing Education classes or such other purposes as approved by the director of maintenance.
- (10) Building must be vacated by the time shown on the permit. No permit shall extend beyond 10:00 p.m. unless otherwise approved.
- (11) Smoking, the use of tobacco or tobacco products, and/or consumption of alcohol are strictly prohibited within divisional buildings or on divisional property. The permit holder is responsible for the enforcement of this regulation.
- (12) All fees, where applicable, shall be paid prior to the issuance of the permit. See Policy KF for schedule of charges.
- (13) The name of the sponsoring organization or group must be stated in all permits and in all advertisements of the event.
- (14) The holder of the permit assumes total responsibility for abiding with fire regulations and all by-laws of the City of Winnipeg, or the Rural Municipality of East St. Paul and all other applicable governing bodies. All exits and aisles must remain clear.
- (15) Any permit is subject to cancellation when facilities are required for educational purposes or elections.
- (16) Use of school buildings and facilities will be dependent upon the availability of divisional staff.
- (17) A permit is subject to cancellation if any of the conditions are violated.

## PROCEDURE REGARDING USE AND RENTAL OF SCHOOL BUILDINGS AND FACILITIES

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- (18) The director of maintenance or designate reserves the right to cancel any permit at any time.
- (19) No food or drink is allowed in the gymnasium.

Effective Date: June 15, 2004  
Amended Date: March 18, 2008;  
March 15, 2011; March 19, 2013; September 18, 2018  
Board Motion(s): 422/04; 92/08; 67/11; 88/13; 194/18  
ADC – Tobacco-Free Schools; KF – Use and Rental  
of School Buildings and Facilities; KF-E1 – Conditions-  
Legal/Cross Reference: Use and Rental of School Buildings and Facilities;  
KF-E2 – School Use Form; KF-E3- Permit For Public  
Use of Property; Code of Conduct