

School buildings and facilities of the River East Transcona School Division are intended to be used primarily for educational needs of the division, but the division encourages and makes available its facilities for community use to organizations and groups as much as possible within certain parameters.

- (1) The priority order for the use of school buildings and facilities is as follows:
 - (a) school programs/activities for students;
 - (b) school division programs/activities (e.g. Continuing Education);
 - (c) before and after school programs, school age centres, and nursery schools;
 - (d) City of Winnipeg Parks and Recreation programs, community support groups such as Scouts, Guides, Cadets, Boys and Girls Clubs of Winnipeg and Special Olympics;
 - (e) City of Winnipeg, Rural Municipality of East St. Paul, and Rural Municipality of St. Clements community centres within the boundaries of the River East Transcona School Division;
 - (f) community organizations providing activities where the majority of participants are division residents (activities for youth/students will be given first priority);
 - (g) general public (Political Groups, Interest Groups, Church groups) providing activities where the majority of participants are division residents.

As well, every effort will be made to provide early evening time slots for activities and programs for children under ten years of age.

The use of school buildings and facilities as polling stations for federal, provincial, and municipal elections shall supersede all of the above.

- (2)
 - (a) A School Use form (KF-E2) must be completed by the school for activities that take place after 6:00 p.m. on school days or for days or evening use on non-school days.
 - (b) A Permit for Public Use of Property (KF-E3) must be obtained for any event that is scheduled outside of regular school hours. A processing fee will be collected at time of application.
- (3) The school division shall not assume any additional costs as a result of making its facilities available for community use.
- (4) Any cost resulting from damage to school property will be charged to the permit holder.
- (5) The use of school division facilities will be administered as outlined in Regulation KF-R – Procedure Regarding Use and Rental of School Buildings and Facilities and Exhibit KF-E2 – School Use Form.

- (6) Use of school buildings and facilities for community organizations will be allowed. Fees for the use of facilities will be charged in accordance with item (12) below.
- (7) Use of school buildings and facilities is not available to community groups or individuals for activities (e.g., wedding showers, anniversaries, music recitals, teas, parties) that could be held in commercial establishments.
- (8) Organizations and public groups will not be allowed to submit more than 15 permit requests per year. After all requests have been processed, organizations and public groups may book facilities that remain available.
- (9) Permits may not be transferred or sold to other organizations, groups or individuals.
- (10)
 - (a) Notwithstanding (10) (b), School buildings and facilities will not be made available for activities/programs intended for personal/commercial gain.
 - (b) The superintendent or designate may approve the use of school buildings and facilities for craft sales provided that:
 - (i) the school's parent advisory council or association has passed a motion to hold or endorse the craft sale and the school principal has approved the craft sale;
 - (ii) the event must sell only crafts made, created or supplied by crafters and cannot be commercially produced products and services;
 - (iii) all event participants must receive prior approval of the school principal;
 - (iv) each school will be permitted one craft sale per school year.
- (11) The board reserves the right to request a financial report from any user group.

- (12) Charges for use of facilities will be in accordance with the following schedule, which will be reviewed annually:

	Processing Fee	Gym Use Fee	Facility Fee	Facility Fee for Saturday, Sunday, Statutory Holidays and School Vacation Periods
School Programs/ Activities for Students	\$0.00	\$0.00	\$0.00	\$0.00
River East Transcona School Division Programs / Activities (Continuing Education, etc.)	\$0.00	\$0.00	\$0.00	\$0.00
Parks and Recreation Programs (as per Joint Use Agreement), Child Care Centers (as per lease agreements) Community Support Groups and Employee Groups	\$0.00	\$0.00	\$0.00	\$40.00 per hour
Community Centers, Community Organization Sporting Events / Activities	\$55.00	\$20.00 per use for sports activities to a maximum of \$55.00 per year	\$0.00	\$40.00 per hour
General Public	\$55.00	N/A	\$40.00 per hour	\$60.00 per hour

GST will be charged on all fees.

- (13) (a) School building facilities may be available for public use during the summer break, Christmas break, spring break and statutory holidays. Permits will not be issued for weekdays the last three weeks of the summer break.
- (b) Applications for public use in accordance with (13)(a) must be received by November 15 for Christmas Break, February 15 for spring break and May 15 for summer break. Permits issued during school vacation periods shall be for a minimum of 4 hours plus a one-hour open/close charge.
- (c) Fees for the use of facilities will be charged in accordance with item (12).
- (d) The school division shall determine which schools and areas are available for use during these times based on operation requirements, staffing and space availability.
- (14) Any permit is subject to cancellation when facilities are required for educational purposes or for other considerations at the discretion of the superintendent.
- (15) The consumption of alcoholic beverages and/or smoking on school property is strictly prohibited. (See Policy ADC – Tobacco-Free Schools)
- (16) Organizations/individuals using school buildings and facilities will adhere to applicable school division policies, associated regulations and Code of Conduct. (Examples: ADC- Tobacco Free Schools; JLCG – Anaphylaxis; JLCG-R2 – Anaphylaxis Avoidance Strategies, JICDAB – Freedom from Bullying)
- (17) Any variance from this policy will require board approval.

Effective Date:	May 18, 2004	Review Date
Amended Date:	November 2, 2004 March 15, 2005; June 19, 2007; March 18, 2008; March 15, 2011; May 17, 2011; March 19, 2013; September 18, 2018; April 18, 2023	
Board Motion(s):	335/04; 579/04; 153/05; 222/07; 92/08; 67/11; 170/11; 88/13; 194/18; 101/23	
Legal/Cross Reference:	ADC – Tobacco-Free Schools; JLCG – Anaphylaxis; JLCG-R2 - Anaphylaxis Avoidance Strategies; JICDAB – Freedom from Bullying; Code of Conduct; KF-E2-School Use Form; KF-E3-Permit for Public Use of Property	