



Preparing Today's Learner for Tomorrow

Administrative Procedure 2030

Community Use of Schools

Board Governance Policy Cross Reference: [1, 7, 12, 13](#)

Administrative Procedures Cross Reference:

[Before and After School / Daycare Programs](#)

Form Cross Reference:

[Application for Use of School Facilities](#)

Legal/Regulatory Reference:

[Public Schools Act 47.4\(1\) - 47.4\(5\)](#)

[Community Use of Schools and School Use of Community Facilities - A Handbook for Reviewing and Developing Facility-Use Policies, Procedures, and Agreements for Schools, School Divisions, Municipalities, and Recreation Commissions \(Manitoba Education\)](#)

The Interlake School Division believes that the use of public school and community facilities needs to be maximized to support the educational, recreational, social and cultural programming that can be offered during school hours as well as outside the regular instructional day. Consequently, the Division values partnerships between municipalities, recreation commissions and community organizations to promote wide and optimal use of facilities.

In our commitment to encouraging community use of schools, we welcome not-for-profit groups and organizations to apply for after-hours school space, so long as there is no conflict with school programming.

1. Priorities for Use

In all cases, the needs of school programs take priority over outside users. At the same time, schools recognize the value of community-based programs and shall endeavour to minimize disruption of these programs due to cancellation, etc. Priorities used in allocation of school space are as follows:

- a) extension of the school educational program;

- b) community groups of a recreational, or educational nature involving students of the community or resident pre-school age children (e.g. Before and After School/Daycare Programs);
- c) other community groups of a recreational or educational nature where the majority of the participants are adults and community residents (e.g. sports teams, cultural groups);or
- d) commercial groups or business.

2. User Fees

Budgets are set to provide for operating the educational system and maintaining the buildings and grounds for the benefit of school children. Additional costs incurred through the community use of facilities and school equipment and property will be recovered through appropriate user fees.

The user fees are outlined in the Application for Use of School Facilities.

3. Approval

Authorization for the use of school facilities shall be at the discretion of the Division in consultation with the school and applications will only be approved when divisional on-site supervision is available. Schools will not be available for community use during Winter Break, Spring Break, statutory holidays and/or days that the Division is closed for emergency reasons. Community Use availability will commence the first Monday of October each school year.

Schools may be available during summer holidays providing custodial cleaning and maintenance repair schedules are not in conflict with the use request. Requests for summer use will be at the discretion of the Maintenance Supervisor.

Granting the use of school facilities or equipment shall not be considered as an endorsement or approval of a group or organization, or of the purposes they represent.

4. User Agreements and Liability

The Division requires that all applicants review the conditions for use and complete an Application for Use of School Facilities to demonstrate to the satisfaction of the Division that there will be sufficient controls in place to enable the applicant to follow the conditions of the permit and to prevent foreseeable property damage related to activities at the event.

User groups and their organizers are not covered users by the School Board's liability insurance and must therefore obtain liability insurance for their activities or confirm with their insurance broker that they are covered under their homeowner's insurance policy. Liability insurance in the amount of \$2,000,000 is the responsibility of the applicant and the division is to be listed as an additional insured with respect to the user of facilities.

Various outside groups may have access to liability insurance from their parent organizations such as Sport Manitoba Organizations, Recreation Commissions, Boy Scouts, Girl Guides, etc. and should confirm whether such insurance exists for them.

Groups who have been authorized to use school facilities shall be fully responsible for any breakage, damage and liabilities that may result from using the facilities or equipment.

When using school facilities, user groups shall abide by all Division and school procedures.

All user groups must provide a minimum of 48 hours notice if they are cancelling their use. If notice is not provided, the user fee will be forfeited.

5. Emergency Use of School Facilities

In the event of emergency situations affecting the welfare of community members, the services and/or facilities of the Division will be made available to assist with the situation.

Public requests for emergency support from the Division must be directed to the Superintendent/CEO or designate.