



POLICY: KG
COMMUNITY USE OF SCHOOLS
APPROVAL DATE: March 25, 1986
REVISION DATE: August 27, 1996, February 21, 2005,
November 21, 2005, December 18,
2006, September 8, 2008, May 16,
2011, May 7, 2012, December 17,
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1. GUIDING PRINCIPLES

- 1.1 In accordance with the Public Schools Act each school board must develop a Community Use of Schools policy for the public's use of school facilities, including school grounds when the facilities are not being used by students.
- 1.2 The Community Use Policy must establish the manner for determining when school facilities are to be made available and the terms and conditions for public use of the school facilities, including applicable fees.
- 1.3 The Community Use of Schools Policy will ensure that all Winnipeg School Division (WSD) students, school communities and Not-for-Profit organizations are a priority for the use of facilities.
- 1.4 The Community Use of Schools Policy will ensure cost recovery for WSD and equity for all permit holders.
- 1.5 WSD shall encourage maximum use of its school buildings and facilities during the regular school day and before and after school hours. WSD will provide permits for use of schools up to 2 hour time slots.
- 1.6 The instructional programs and the instructional support programs of WSD shall have first priority for the utilization of school space.
- 1.7 All individuals using WSD buildings or grounds shall be required to comply with the requirements and conditions of this Policy.
- 1.8 All individuals on school division property are expected to comply with WSD Smoking & Vapour Products Policy.
- 1.9 WSD recognizes that all schools and buildings resides on Treaty One Land and the traditional homeland of the Red River Métis.
- 1.10. WSD believes that Indigenous Education benefits all students/staff and members of the community. If an activity is carried out for a traditional Indigenous spiritual or cultural practice or ceremony, this Policy does not prohibit:
 - a) An Indigenous person from using tobacco;
 - b) A non-Indigenous person from using tobacco with an Indigenous person; or
 - c) A person from supplying or offering to supply tobacco or a tobacco-related product to a person described in clause a) or b);
 - d) No person shall supply or offer to supply tobacco or a tobacco-related product to a child unless the gift is intended solely for use in traditional Indigenous spiritual or cultural practices or ceremonies.



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- 1.11 WSD recognizes that substance abuse is a danger to the health and safety of its employees, the students in its charge and the public visiting WSD facilities, therefore smoking, the use of alcohol or chemical substances, cannabis, including electronic vaporizer devices is prohibited in all WSD facilities and grounds. Such materials or objects may include, but are not restricted to alcohol beverages; illicit drugs; stolen property; weapons, either restricted or prohibited by law; any object which may be used as a weapon or that may cause serious injury; or offensive material, or any material inappropriate for a school setting. All individuals using WSD buildings or grounds shall be required to comply with this Policy.
- 1.12 WSD strives to maintain a safe school and work environment for students, staff, parents and members of the community. Security cameras (closed circuit television systems – CCTV) are installed in schools to monitor school property, to assist school administrators in detecting and deterring unacceptable behaviour or activities, and to assist in investigations, when required. Security cameras may be installed in other non-school buildings and on WSD properties, including school buses.
- 1.13 To establish and maintain a safe and orderly school environment the Principal shall establish a process (which includes participation by staff, parents and students) for the development and implementation of a school code of conduct, a plan for behaviour management, and an emergency response plan.
- 1.14 No Division staff shall use school facilities for personal use (business, sports or other activities) without obtaining a permit from WSD Permits Department, and acquired liability insurance for all participants and named activities.
- 1.15 No outside organizations are allowed to use school facilities without a permit from WSD Permits Department, and obtaining liability insurance for all participants and named activities.
2. PRIORITY FOR USE OF SPACE
- 2.1 Space available for school and community use will be determined based on the following priorities:
- a) School/WSD Programs;
 - b) Local Not-for-Profit School Based Program;
 - c) Local Not-for-Profit Organizations operating education-based programs for WSD youth and school communities;
 - d) Not-for-Profit individual/groups/organizations operating recreational/cultural or sports programs/activities;
 - e) For Profit Individuals/Groups/Organizations.
- 2.2 Not-for-profit registered charitable organizations must provide their registration number.
- 2.3 Financial Statements may be required to provide proof of Not-for-Profit status.
- 2.4 School buildings shall be made available for local religious purposes at times when no satisfactory alternative accommodation is available providing that:



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- a) A contract has been signed including a completion date for the construction of new facilities; or
- b) A situation exists which has temporarily rendered an existing religious facility unsuitable for occupancy.

3. LEASE AGREEMENTS

3.1. Day Care

All licensed Day Care Programs are required to enter into a Lease Agreement not to exceed three years with WSD and will be subject to the conditions outlined in the Agreement. The Secretary-Treasurer's Department will process the Lease Agreement.

All licensed Day Cares which are located in space specifically constructed for that purpose and which have an agreement with WSD, may continue to occupy the designated space whether or not the school is open, as long as permit department is notified, provided they are within the self-contained designated area and do not access any other area of the school. A custodian is not required when the school is not open provided that the day care staff and children remain within the designated space.

If a Day Care accesses area not within their lease agreement when the school is closed, a permit is required and applicable fees will be charged to the Day Care according to the rental fee schedule.

The Principal will ensure that the day care is provided in a timely manner with information on field trips, changes in schedules, inservices, cancelled bus transportation, closure due to inclement weather, and police bulletins.

3.2 Licensed Before, Noon and After School Programs

All Before, Noon and After School Programs are required to enter into a Lease Agreement with WSD not to exceed three years and will be subject to the conditions outlined in the Agreement. The Secretary-Treasurer's Department will process the Lease Agreement.

Access to other spaces within the school by the BNAS program is at the discretion of the Principal.

The school space allocated to the BNAS program will not be available during scheduled break periods. i.e., winter, spring & summer breaks, unless a permit is received by the Permits Department. Access to the space during in-service days when the whole school is closed will be limited to those children who are registered for the BNAS program.

If a school requires any of the BNAS program space for its own use for individual school events, the Principal will advise the BNAS and attempt to find alternative space for the program if such space is available.

If a BNAS accesses other areas not within their lease agreement, of the school when the school is closed, a permit is required and applicable fees will be charged to the Day care according to the rental fee schedule.



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3.3 City of Winnipeg – Community Services Department

All City of Winnipeg Programs are required to enter into a Lease Agreement with WSD and will be subject to the conditions outlined in the Agreement. The Secretary-Treasurer's Department will process the Lease Agreement.

4. JOINT USE AGREEMENTS

4.1 Under Joint Use Agreements with the City of Winnipeg, WSD shall have priority for the use of its own facilities and adjacent recreational property during school hours and afterwards up to 6:00 p.m. or as otherwise determined by mutual agreement between the school, WSD and the City.

5. RENTAL FEES

5.1 The Board of Trustees shall establish rental rates for the use of WSD facilities.

5.2 The fees will be limited to amounts necessary to recover WSD costs.

5.3 Permits may be withheld and will not be issued if fees are not paid in a timely basis.

6. INSURANCE REQUIREMENTS

6.1 The Permit Department shall be responsible for notifying and collecting certificate of insurance from the permit holder.

7. PERMITS

7.1 When possible, permits will be issued in two time slots per day to maximize use.

7.2 Permits shall be subject to all bylaws of the City of Winnipeg, and Provincial Legislation thereunder, governing the use of public buildings in the City.

7.3 All individuals/organizations are required to contact the Permits Department to apply for a permit for the use of WSD schools/fields or property, except for the use of play structures after school hours. Playground structures will be available for community use when not being used by the school.

7.4 Schools/buildings shall not be used for activities for personal gain unless approved by the Superintendent/CEO.

7.5 Time lines for the allocation of available space shall be established by the Superintendent/CEO or designate. Permits shall not extend beyond 10:00 p.m. weekdays and weekends.

7.6 All permits processed by WSD will be subject to a non-refundable administration fees to be paid at time of application.



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- 7.7 All permits issued to individuals/organizations during weekends and break periods shall be subject to permit surcharges for utilities/supplies/cleaning/administration and building security fees, which is included in the rental fee.
- 7.8 All permits issued to individuals/organizations during periods that custodial staff are not regularly scheduled, will be subject to charges equivalent to the custodian's salary for hours worked.
- 7.9 The use of vacant school space by community and/or outside groups for the purpose of youth educational programs on a regular basis shall be assigned for a specified period of time not to exceed one year. A permit may be renewed provided space is available.
- 7.10 No permit holder shall offer and no employee of WSD shall accept any gratuity in any form in connection with the use of school premises or grounds.
- 7.11 No employee of WSD shall allow individuals/organizations to use the building or grounds without a permit.
- 7.12 WSD recognizes that substance abuse is a danger to the health and safety of its employees, the students in its charge and the public visiting WSD facilities, therefore smoking, the use of alcohol or chemical substances, cannabis, including electronic vaporizer devices is prohibited in all WSD facilities and grounds. Such materials or objects may include, but are not restricted to, alcohol beverages; illicit drugs; stolen property; weapons, either restricted or prohibited by law; any object which may be used as a weapon or that may cause serious injury; or offensive material, or any material inappropriate for a school setting. All individuals using School Division buildings or grounds shall be required to comply with this Policy.
- 7.13 Permits for use of school buildings on a Sunday or statutory/Division holiday will be granted only in circumstances as authorized by the Superintendent and at no cost to WSD. Costs associated with activities organized by the school and/or parent council may be waived by the Superintendent/CEO.
- 7.14 Campaigning shall not be conducted on school property. Town hall meetings organized by parent groups may be authorized through the use of permit provided there are no additional costs incurred.
- 7.15 Raffles will be permitted only in conjunction with school events and only if the raffle is sponsored by parent council groups or alumni and is properly licensed.
- 7.16 Carnival rides, animal rides, hayrides, fireworks, and similar activities are prohibited on WSD property.
- 7.17 Permits for activities organized by outside groups must be consistent with the mission statement and policies of WSD.
8. SPECIAL PERMITS
- 8.1 The Superintendent/CEO may authorize special permits for WSD, Folklorama or City of Winnipeg events.



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8.2 WSD

Special occasional celebrations such as school anniversaries, alumni events, employer/ employee recognition and/or employee retirement functions provided that:

- a) The function is held outside of normal school hours (after 4:00 p.m.);
- b) A liquor permit from the Liquor, Gaming and Cannabis Authority of Manitoba must be approved by the Superintendent/CEO;
- c) The liquor is served and consumed only in the specific area designated on the permit;
- d) Police or approved private security is hired by the group when full liquor service is planned;
- e) The Manitoba Designated Driver Program is followed;
- f) Funds are not utilized from the Parent Council or School Accounts to offset the cost of this event;
- g) Third Party Insurance Certificate is provided naming Winnipeg School Division as additional insured.

8.3 Folklorama

Within the guidelines and conditions set out within this policy, school facilities and equipment shall be made available each year without cost to WSD, to community ethnic organizations for the operation of Folklorama pavilions:

- a) Permit fees shall be waived;
- b) The serving of food and alcoholic beverages, dancing and entertainment shall be allowed subject to the permittee obtaining all necessary inspections and licenses from the City of Winnipeg and the Province of Manitoba. Where there is full liquor service, police or approved private security must be hired;
- c) Any custodial overtime and other additional costs shall be payable by the permittees;
- d) Where the Superintendent/CEO determines it to be necessary, the permittee shall provide adequate security personnel for the protection of their and WSD property;
- e) WSD shall assume no responsibility for the property of the permittee;
- f) Under normal circumstances, permittees will be advised in writing by April 1 of changes in location due to major renovations and/or maintenance projects that are required to be undertaken during the summer months.

8.4 The City of Winnipeg Community Services Department

The City of Winnipeg Community Services Department may be granted the use of school facilities for programs involving the serving of alcoholic beverages and that WSD does not object to the Liquor, Gaming and Cannabis Authority of Manitoba granting occasional liquor permits for community recreation buildings attached to school buildings or on school grounds, subject to the following:

- a) That all requests must be made directly to the Superintendent/CEO by the City of Winnipeg Community Services Department;



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- b) Only community clubs, associations or recreation groups operating under the auspices of the City of Winnipeg Community Services Department may be given permission to serve alcoholic beverages and only for schools having recreation facilities contained in or attached to the building or on the school grounds;
 - c) Permission shall not be granted during times when school programs or pupils are in the building or on the grounds;
 - d) Liquor will only be served or consumed in the specific area designated on the permit.
 - e) There shall be no renting, subletting or transferring of the facilities to groups or programs not named on the School Division permit or in these regulations;
 - f) All permits issued shall be at the rental fee as outlined in the agreement between the City of Winnipeg Community Services Department and WSD.

9. RESPONSIBILITY

9.1 Superintendent/Chief Executive Officer

The Superintendent/CEO is responsible to ensure that:

- a) All permits for activities organized by outside groups is consistent with the mission statement and policies of WSD;
- b) Buildings shall not be used for activities for personal gain;
- c) School buildings shall be made available for local religious purposes at times when no satisfactory alternative accommodation is available providing that;
 - A contract has been signed including a completion date for the construction of new facilities; or
 - A situation exists which has temporarily rendered an existing religious facility unsuitable for occupancy.

9.2 Secretary-Treasurer/Chief Financial Officer or designate

The Secretary-Treasurer/Chief Financial Officer or designate is responsible for the use of school buildings outside of school hours.

9.3 Principal

The Principal is responsible to:

- a) Advise the Permits Department as early as possible in June with respect to the use of facilities they will require during the next school year;
- b) Provide notice to the Permits Department two weeks prior to an event to permit an alternative arrangement to be made with the outside group which has been allotted the space;
- c) Advise the Permits Department when facilities for which they have a permit will not be used;
- d) Authorize the use of facilities by members of the teaching staff for student purposes or for parents of students in the school provided that the activity is in association with the school program involving WSD students;



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- e) Access the school at any time without a permit provided notice is given to the caretaker. Such duties may include;
 - To hold meetings of the school staff;
 - To hold meetings of small groups of persons who are not members of WSD
 - f) Where the Principal or Vice-Principal of the school uses the flexibility provided for in sections d) and e), it is understood that the responsibility for the security of the building and the safety of the occupants falls upon the Principal;
 - g) Ensure no staff use school facilities for personal use (business, sports, or other activities) without obtaining a permit from the permit department and acquiring liability insurance for all participants and named activities;
 - h) Ensure no outside organizations are allowed to use school facilities without a permit from WSD Permits Department and that they have acquired liability insurance covering all participants and named activities.

9.4 Permit Holder

Permits for activities organized by outside groups must be consistent with the mission statement and policies of WSD.

All individuals using WSD buildings or grounds shall be required to comply with the requirements and conditions of this Policy.

- a) The permit holder shall be responsible for compliance with the terms and conditions of the permit and shall assume responsibility for any loss or damage resulting from the use of the facility.
- b) The permit holder may be required to submit a roster to determine if fees are applicable. The permit holder may only use space designated on the permit. Permission from the Permits Department for activities normally held outdoors must be approved in advance.

Schools/Buildings shall not be used for activities for personal gain.

10. APPEAL PROCESS

- 10.1 In cases where there is disagreement with the policies, concerns may be referred to the Appeal Committee consisting of the Secretary-Treasurer/CFO or designate, Director of Buildings and the Board & Community Liaison Officer.
- 10.2 Appeals must be made in writing or email and directed to the attention of the Secretary-Treasurer/CFO.
- 10.3 Written appeals should include a full description of the circumstances related to the appeal, including the basis for the appeal.
- 10.4 The Appeal Committee will provide a complete explanation of the Community Use of Schools Policy.
- 10.5 The Appeal Committee will review the appeal and provide a response in writing or email within fifteen (15) working days after receipt.
- 10.6 The decision of the Appeal Committee is final.