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POLICY: S – 2

SUBJECT: School Facility Use APPROVED: October 18, 2004 AMENDED: March 30, 2015 AMENDED: April 8, 2019

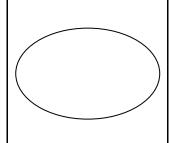
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POLICY:

The Iqaluit District Education Authority (IDEA) believes that school facilities are community facilities, designed to support quality public education and extra-curricular programs for the community.

GENERAL PRINCIPLES

- 1. The IDEA encourages the use of school facilities by the community and other groups where such use does not interfere with the operation of the school or its programs.
- 2. The needs by the school officials to use the school, for whatever reason, shall take precedence over any agreement for use by the community or outside agency. The priority for the use of school facilities is as follows:
 - a. School-sponsored activity
 - b. Non-Profit Community groups (including other schools)
 - c. Commercial operations
- 3. IDEA will issue a call-out for proposals for groups that want to use school facilities during the following school year on May 1 of each year. Responses will be given to user group proposals by June 30th. IDEA will review subsequent applications received during the period between proposal call-outs on a case-by-case basis.
- 4. School facilities will be available for use during the regular school term, exclusive of holidays. Applications for use outside the regular school term or during holidays will be considered by the IDEA.
- 5. Misuse of school facilities in any way will result in future use being denied to individuals or groups, and/or additional fees being charged.
- 6. Activities and functions which are of a commercial nature may be permitted in the school provided that no other commercial facility in the community can accommodate the activity/function. School facilities will not be used in direct competition with local commercial operations.
- 7. ALCOHOL WILL NOT BE ALLOWED on school property premises and grounds and shall not be sold at any event held in/on school property.
- 8. NO SMOKING is permitted in any school buildings and the schools will respect the local smoking by-law with prohibits smoking within 3 meters of any walkway/entrance into buildings.
- **9.** Monies from school facility rentals will be used at the discretion of the IDEA Board of Directors.



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10. GENERAL REGULATIONS:

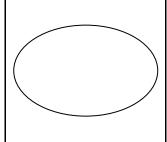
Application and Approval Process:

- 1. All applications for school use shall be in writing to the IDEA, including school sponsored activities' fundraising activities.
- **2.** Responsibility for approving and scheduling school use and administering this policy, is that of the IDEA.
- 3. Before commencing use of the school, User Groups must: i) get their application approved by IDEA ii) agree to all School Use Conditions outlined in this Policy; iii) sign the IDEA Waiver Form, and iv) make payment to the IDEA on receipt of approved facility use application, or no less than one week prior to the facility use, or by special arrangement with the IDEA Office.
- **4.** The School Principal, or designate, may advise IDEA of additional procedures that will be required when considering future conditions of use of their school for reasons of safety.
- **5.** Parties who wish to use school land reserve for their activities must apply for use by filling out a "Grounds Use Application" with the IDEA.
- **6.** IDEA Board of Directors reserve the right to waive, amend, or make agreements with third party applicants by motion of the IDEA Board of Directors.

Conditions on Use of School Facilities and Equipment:

- **1.** Access to the school must be pre-arranged with the Principal by the supervising adult involved in the school usage.
- 2. User Groups may be permitted to open and close the facilities after use on the approval of IDEA.
- **3.** The User Group will be responsible for any costs incurred should the security system be set off by a false alarm. If the alarm system is triggered unnecessarily, a security call-out fee will be levied.
- **4.** When Users are responsible for opening and/or closing facilities, the responsible adult will ensure that: i) doors are kept locked at all times during use; ii) activities are conducted only in the permitted areas, and iii) all doors are locked on departure.
- **5.** The User Group accepts full responsibility for any damage caused to the facilities or equipment during their period of use. The User Group using the facilities will be held liable for any damages, or destruction caused to the facilities/equipment during their period of occupation. The User Group will sign an IDEA

Iqaluit District Education Authority



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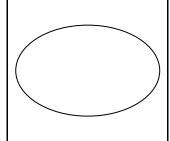
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Waiver Form waiving liability to the Government of Nunavut (owner of the school buildings/equipment) and IDEA prior to using the facilities/equipment.

- **6.** The building is to be used only on the date(s) and hour(s) and for the purpose specified.
- **7.** The building must be vacated by time shown on the Facility Use Application. Repeated failure to vacate the space for other User Groups by time specified will result in loss of use of facility.
- **8.** Individuals from the User Group using the facility shall be strictly confined to the areas booked.
- **9.** If the use is for the purpose of providing programming for Youth, the User Group must provide an adequate number of Adult Supervisors for Youth for each room being used.
- **10.** The members of any User Group, or spectators, while in a school must be under the supervision of an Adult who will be personally responsible to the IDEA for the conditions of using the school. The name(s) of the supervising adult(s) must be entered on the Facility Use Application.
- **11.** No pianos or other large equipment shall be brought into the building and no structure should be erected or placed on school property without permission from the Principal.
- **12.** Appropriate footwear must be worn in gymnasiums for gymnastics or sport activities. No outdoor footwear may be worn in the gym.
- **13.** The application of powder, wax, or any other preparation to gymnasium floor is expressly prohibited.
- **14.** No lit matches, candles or any naked light source may be used by User Group in the building.
- **15.** User Groups granted continued use of schools must give one week's notice in writing to the IDEA before canceling. IDEA reserves the right to discontinue any Facility Use Application at any time.
- **16.** No User Group shall offer, and no employee of the School or IDEA shall accept, any form of gratuity in connection with the use of the school, or school grounds.
- **17.** There is to be no unauthorized use of school kitchen equipment and/or office supplies by any User Group. The organization will be expected to supply their own inventory of supplies for the kitchen and a fee will be charged for replacement of all school items used or lost. An additional damage deposit shall be applied for use of kitchen.



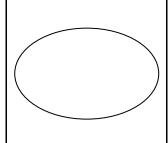
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- **18.** The use of school equipment may be permitted, subject to the approval of the School Principal, provided that a qualified person operates the equipment. Set up and removal of equipment is the responsibility of the User Group. The User Group is responsible for returning all school equipment used to its customary place and removing from the school premises all equipment and materials belonging to the organization.
- **19.** No adjustments, or modifications, shall be made to lighting, heating or ventilating equipment other than by the Government of Nunavut's Department of Community Government Services. Any violation of this regulation shall result in costs for any damage/destruction being charged to User Group as well as the cost for any damage to equipment resulting from careless or improper behavior.
- **20.** Tarps shall be placed on gymnasium floors when equipment is being moved, or placed in gym at the request of the School Principal.
- **21.** User will bring own cleaning supplies and equipment. The schools will <u>not</u> provide cleaning supplies and equipment. Garbage created by Users must be collected and removed from the school. Cleaning and/or Operations and Maintenance fees will be collected in cases where deemed necessary by IDEA.
- **22.** All 'Exit' lights inside and outside the gym shall be left on. The lights will not be covered by decorations, or tampered with, in any way.
- **23.** In accordance with Fire Regulations, all aisles, halls, stairways, passageways and lobbies shall be kept free from obstructions of any kind.
- **24.** No person shall be allowed to sit, stand, or loiter in any aisles, stairways, passageways or lobbies.
- **25.** If a User Group's equipment is permitted by the School Principal to be stored in a pre-approved school location, the User Group agrees to waive all liability to the Government of Nunavut and IDEA in the event the equipment is either damaged, or destroyed through school use or an act of theft, fire or flooding; User Group will sign the IDEA Waiver Form confirming this.



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SCHEDULE OF FEES

Rental rates will be established by the IDEA each year. All facility users shall pay the fees to the IDEA no later than one week before use. Fees are as stated; there is no reduction in fees for abbreviated or partial day uses.

SCHOOL SPONSORED ACTIVITIES

Local School Sponsored Activities – Zero cost rental for activities.

USER GROUPS

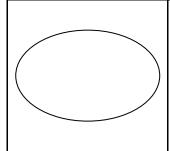
- Community children's non-profit groups Zero cost per school year rental + \$200.00 cleaning/damage deposit per year
- 2. Registered Societies & Local Service Clubs fundraising \$200.00 per room per event + \$200.00 cleaning and damage deposit
- 3. Adult User Organizations \$200.00 per school year + \$200.00 cleaning and damage deposit (Sept.-June)
- 4. Youth Sports Tournaments Zero Cost rental. \$ 200 cleaning/damage deposit per day

 (e.g. tournament on Saturday and Sunday damage deposit will be
 \$400. for the weekend)

ALL OTHER USER GROUPS

- 1. Business \$500.00 per day, per room.
- 2. Gym or a large space in school (i.e. High School Cafeteria, Library, TISI) \$1,000. per day per space
- 3. Damage/cleaning/key deposit \$300.00 per use/week (i.e. used twice each week, \$300. X 2 is payable)
- 4. An additional \$500. Damage Deposit will be required if a kitchen space/equipment are to be used.
- 5. The IDEA may require the renting group to hire a security guard for their event.
- 6. Federal/Territorial/Municipal/DIO activities not sponsored by the IDEA \$500.00 per day, per classroom; \$1000/day for use of large Gym or large spaces (e.g. TISI, cafeteria, library).

Iqaluit District Education Authority



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7. Grounds Use Permit – free.

Depending on the nature of the event or activity IDEA may levy the following additional fees:

<u>Damage Deposit</u> – The User Group will be responsible for the full cost of any damage and/or cleaning resulting from their usage. The IDEA may set a damage deposit.

Equipment Use Fee – An additional \$100.00 will be levied for use of school kitchen equipment.

<u>Security Call-Out Fee</u> – The User Group shall be required to pay \$100, or the full call-out fee, whichever is greater, when there is an unnecessary security call-out.