

	<h2>Policy on Use of School Facilities and Other Buildings</h2>	
	<p>Department responsible: Material Resources Services Effective date: June 2005 (2005-057 and 2009-127) Amended on: September 5, 2013 and April 7, 2016 Approved by: Resolution #EC 2016-105</p>	
	<p>References:</p>	<ul style="list-style-type: none"> • Council Policy Manual: E/Mega end, EL, EL-1, EL-2, EL-4 , EL-5 • CSB By-Law No 1 / Section 17.13b) vii)
	<p><u>Other Policies</u></p>	<ul style="list-style-type: none"> • <i>Housing (MRS-01)</i>

The Cree School Board encourages maximum use of school facilities and equipment by community groups, organizations and individuals. The Board wishes to allow the temporary use of school facilities and specific equipment when they are not needed for school purposes and when so doing will not be in conflict with any educational program or activity.

1) Purposes

Application

1.1. This Policy is intended to establish rules pertaining to the use of school facilities, equipment and other buildings of the Board in the communities. This Policy does not apply to students' residences of the Cree school Board.

Definition

1.2. For the purposes of this Policy, the following words or expressions mean:

- a) **CEA:** Community Education Administrator for regular sector or the Centre Director for Adult Education;
- b) **MRS:** Material Resources Services;
- c) **school facilities:** any buildings used for educational purposes, playing fields and camps;
- d) **user:** a group, organization or individual who were granted the right to use the school facilities, equipment or other buildings.

Priority

1.3. The order of priority use is established as follows:

- a) normal educational school use;
- b) Adult Education classes;
- c) School age programs;
- d) Summer School;
- e) Literacy camps;

- f) School extracurricular activities (sports, tutoring and other programs endorsed by the Board);
- g) Community events;
- h) Any other events.

2) School Facilities

Conditions

2.1 Use of school facilities, equipment and other buildings is granted to users with the following conditions:

- a) use must not interfere with school activity or planned maintenance;
- b) alcoholic beverages and tobacco substances shall not be sold, consumed or used on school grounds or in school buildings or facilities;
- c) no person under the influence of intoxicants or drugs shall be permitted on the premises and in the buildings at any time;
- d) the activity must end at the time agreed with the CEA;
- e) all Band by-laws and local school rules must be respected.

For special events using the school facilities, the School Board has to notify the insurance company.

Supervision and safety

2.2 The User must ensure that the following safety measures are respected:

- a) adequate adult supervision is maintained during the entire activity;
- b) the number attending an activity in a school facility must not exceed the maximum occupancy for the space (see **Annex A**);
- c) all exit lights inside and outside the gymnasium shall be left on and shall not be covered by decorations or tampered with in any way;
- d) in accordance with general fire regulations, all aisles, halls, stairways, passageways and lobbies shall be kept free from obstructions of any kind;
- e) no person shall be allowed to sit, stand or loiter in any aisles, stairways, passageways or lobbies;
- f) no adjustments, modifications or additions shall be made to lighting, heating or ventilation equipment;
- g) footwear likely to damage floors must not be worn in the gymnasium.

Facilities used by unions

2.3 The school shall provide free of charge to the union an available and suitable room in one of its buildings for the purpose of holding union meetings, as per the collective agreements. The union representative must take the necessary measures to ensure that the room thus used is left tidy.

The preceding paragraph shall not apply to requests for a room for the union's convention or the meeting of union delegates or of any other union meeting of the same nature. In these latter cases, the school shall charge the union a reasonable fee for the use of the room.

T:3-2.01 / S: 3-5.01... / P: 3-5.01

[Use for an election](#)

2.4 All schools must, upon request, allow the use of their premises free of charge for the establishment of polling stations during a provincial or federal election.

3) School Equipment

[Equipment](#)

3.1 School equipment may be made available in conjunction with the use of school facilities. Although not recommended, a school may lend equipment such as chairs and tables for events held outside the school premises.

[Equipment used by unions](#)

3.2 At the request of a union representative, the Board shall allow the use of the following equipment if the equipment is available in the school concerned and if it is not being used by the personnel of the school, of the Board or for the purpose of the Cree community:

- a) typewriters;
- b) photocopiers;
- c) audiovisual equipment;
- d) facsimile equipment;
- e) telephones;
- f) computers, excluding those used by the administration.
- g) cellphones

It shall be the Union's responsibility to provide the materials required to operate the equipment. The Union shall be responsible for the use of the equipment and shall assume the responsibility for any equipment breakdown. Moreover, the Union must pay the Board the additional costs incurred upon presentation of supporting vouchers.

T:3-2.02 / S: 3-4.04

4) Short Term Lodging /vacant units

[Temporary rental \(3 months\)](#)

4.1 All temporary lodging requests for a vacant unit are at the discretion of the CEA who may authorize the rental of units under his jurisdiction for periods not exceeding 3 months.

[Rental not exceeding 12 months](#)

4.2 The Director of Material Resources may approve temporary rental of vacant housing units for periods not exceeding 12 months.

5) Requests and Rental Fees

- [Request](#) **5.1** Community groups, organizations or individuals wishing to use school facilities or equipment should submit their request to the CEA at least 10 working days prior to intended use.
- [Rental fees](#) **5.2** The school establishes rental fees between \$100 and \$500 depending of the duration, size of the premises, etc. for any events except for sport activity where it is at the discretion of each community. The school may also charge an amount for opening and closing the premises as well as for supervisory and custodial duties required beyond normal care taking duties. The school may ask for a deposit in order to cover for the cost of cleaning or possible damages.
- [Invoice](#) **5.3** Responsibility for arrangements and collection of rental fees or additional fees is assumed by the CEA.
- [Rental fees and extra costs-](#) **5.4** Any rental fees collected are deposited for student activities after the payment of required expenses such as cleaning, repairs, etc.

6) Damages and non-compliance

- [CSB responsibility](#) **6.1** Users are expected to use the school facilities, equipment and housing with respect for school property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. The Users agree to assume all responsibility for damage or liability of any kind and further agree to hold harmless the schools and the School Board from any expense or costs in connection with the use of the school facilities and/or equipment.
- The Board will not be liable for any injury received by any participant or spectator, or for any loss of, or damage to property, clothing or other personal effects of any person, group or organization.
- [Damage to school property](#) Breakage or damage to the building or equipment must be reported to the CEA and the assessed damages shall be paid by the users. MRS may be consulted by the CEA to provide assistance in assessing the damages.
- [Abuse or non-compliance](#) **6.2** In cases of abuse or non-compliance of conditions and obligations by the User, the CEA may cancel the use of the facilities, equipment and other buildings.

7) Responsibility, approval and agreement

- [CEA responsibility](#) **7.1** The CEA shall regulate the administration of immoveable property belonging to the Board in the community, as provided in section 17.13 b) vii) of the By-Law No 1.
- [School principal / consultation](#) **7.2** During the school year, the CEA shall consult the School Principal before approving the use of facilities specified in this Policy.

[Agreement](#)

7.3 For the benefit of the schools, a sample agreement is provided in **Annex B** and may be used on a voluntary basis by the schools. The clauses may be changed or adapted to better suit their needs.

8) Application of this Policy

[Previous provisions](#)

8.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

8.2. The official version of this is kept by the Secretary-General of the Board.

[Responsibility](#)

8.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Material Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary..

Annex A
As of July 1st 2013
Maximum Number of Persons / Facilities

<u>Utilization of CSB Gymnasiums, Agoras, Cafeterias and Auditoriums</u>					
Cree School Board / Buildings					
Maximum Number of Persons					
		M²	Supper	Dance	Show
Chisasibi	759B100	432	455	1080	576
	759B100	432	455	1080	576
	759B100	432	455	1080	576
	759139	432	455	1080	576
Eastmain	759B406	490.7	517	1227	654
Mistissini	759B600	363	382	908	484
	759B621	465	489	1163	620
Nemaska	759B700	432	455	1080	576
Ouje-Bougoumou	759B800	438.2	461	1096	584
Waswanipi	759B020	432	455	1080	576
	759021	432	455	1080	576
Waskaganish	759B210	436	459	1090	581
	759B213	192	182	431	266
Wemindji	759B300	488	514	1220	651
Whapmagoostui	759B500	217.3	229	543	290

Annex B
Suggested Agreement

Agreement for Use of School Facilities

BETWEEN: _____ school, represented by its Community Education Administrator (CEA) or School Principal

Herein called "the School"

AND

Name of the individual(s), group, organization

Represented by _____

Address

Herein called "the User"

WHEREAS the School is responsible for the administration of the school immovable property in the community

WHEREAS the User wishes to use the facilities mentioned below and the School agrees to said use subject to the following terms and conditions:

The parties agree as follows:

Object

1) The User shall use the following facility:

Gymnasium Yes No

Lobby Yes No

Kitchen Yes No

Classroom Yes No

Auditorium Yes No

Other (*specify*): _____

2) Date of Use of Facility _____

Starting Time: _____ Ending Time: _____

3) The premises shall be used only for the following purposes:

- Sports
- Meeting
- Feast
- Dance
- Entertainment
- Banquet (*wedding*)

Other (*specify*): _____

Obligations of the User

- 4) The User agrees to:
- a) prohibit the consumption of alcohol on the premises;
 - b) prohibit smoking of tobacco or any other substances on the premises;
 - c) provide adequate security to prevent damage to school property;
 - d) provide adequate adult supervision;
 - e) not allow a number of admissions exceeding the maximum number of persons allowed;
 - f) ensure the activity is terminated at the time set above;
 - g) ensure that all Band by-laws and school rules are respected.
- 5) The User assumes full responsibility for damage and any wear and tear above normal use.

Final provision

- 6) The CEA reserves the right to make any changes in these rules that he deems desirable from time to time and to reflect any and all applications; also to cancel any permissions when in his opinion such cancellations seems advisable.
- 7) The School and the Cree School Board are not responsible for loss or damage of articles brought into the building.
- 8) Rental fees will be for a total of \$ _____
- Gymnasium: up to \$___ / day*
 - Kitchen: up to \$___ / day*
 - Classrooms: up to \$_____ / day*

School representative

Signed on this ____ of _____ 20__

User

Signed on this ____ of _____ 20__