



COMMUNITY USE OF SCHOOL FACILITIES

REVIEWED: August 29, 2019

AMENDED: August 30, 2019

APPROVED: September 26, 2006

BACKGROUND

TIS is willing to allow School facilities and grounds to be made available for use by outside agencies groups when such use will not conflict with School activities.

GUIDLINES

1. When scheduling, all school activities and events will take priority over all public use of school facilities and grounds.
2. Priority will be given to local non—profit and children/youth groups involved in an educational activity.
3. The Head of School, in consultation with the Business Administrator and management, shall establish fees for public use of facilities and equipment.
4. The Head of School reserves the right to make the final decision respecting any non-school sponsored activity / function to be conducted in the school or on school grounds.

PROCEDURES

1. Interested groups must apply directly to the Business Administrator for use of facilities.
2. The Business Administrator shall provide written confirmation to all groups outlining regulations and applicable fees.
3. Any group using the premises will pay for damages to the building and/or equipment resulting from their presence and / or activity.



4. There must be adult supervision in attendance at all times, and the group shall be held responsible for the enforcement of proper discipline and behaviour during the period of rental.
5. If the Business Administrator requires the use for the school, the group using it regularly at that time must be prepared to give up its allotted time, provided it has been one week's notice.
6. Proper footwear which will not damage or mark the floors is to be worn at all times.
7. Equipment belonging to the school shall be used only with permission granted by the Business Administrator.
8. The group is responsible for returning all school equipment used to its customary place of storage. The group must remove from the school premises all equipment and materials belonging to the organization.
10. Expendable materials and supplies must be supplied by the group conducting the activity / function.
11. Set up and removal of equipment is the responsibility of the user group.
12. Smoking is not allowed in the school or on school grounds
13. In cases of abuse or non-compliance with school regulations, the Principal is empowered to cancel the use of the facilities In the event that this occurs. The Business Administrator shall notify the Head of School.
14. Here is the link to the [Facility Application Form](#). Please submit to our Facility Team or ECA Coordinator after completing the form.