



WETASKIWIN REGIONAL PUBLIC SCHOOLS



USE OF SCHOOL FACILITIES OR GROUNDS HANDBOOK



Wetaskiwin Regional
Public Schools

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WETASKIWIN REGIONAL PUBLIC SCHOOLS



As a publicly funded organization and supporter of youth and community programs, Wetaskiwin Regional Public Schools (WRPS) is prepared to make its facilities, grounds, furniture or equipment available for use by the community or not-for-profit organizations, groups of WRPS employees, and by partners in education on a regular or intermittent basis, provided the use does not negatively impact upon the primary purpose of the Division's facilities – the education of students.

High priority and/or favorable rental/lease rates (as applicable) will be given to youth or community-oriented groups that are sponsored by our partner municipalities and adult educators, while lower priority and higher rates will apply to adult-oriented groups or for-profit enterprises.



APPLICATION FOR USE OF FACILITIES

Authority to make facilities, grounds, furniture or equipment available for use outside school hours (after 4:30 p.m. weekdays and all day weekends or holidays) is vested with the applicable school principal and/or the Director of Plant Facilities.

1. Applicants should review Administrative Procedure #545, Use of Division Facilities or Grounds available at www.wrps.ab.ca .
2. Applications for Use of School Facilities or Grounds shall be made in writing on the Form #545-1 Application for Use of School Facility or Grounds (Application), available at school sites or on the WRPS website at www.wrps.ab.ca. Telephone calls not confirmed with an Application will not be honored;
3. Applications must be made at least one week in advance of the event date;
4. Applications for use shall be signed by a person 18 years of age or older, who personally or on behalf of the organization undertakes to supervise the activity, pay the rental fee where applicable and abide by all terms of WRPS Administrative Procedure #545, Use of School Facilities or Grounds and this Handbook;
5. Proof of insurance is required when applying to use Division facilities or grounds, where the proposed activity is deemed to be of high risk. High risk activities may be, but are not limited to:
 - a. Gymnastics, martial arts, boxing or weightlifting, and
 - b. Tackle football
6. Rental fees may only be waived where there are no added costs to the Division, and where the applicant is non-profit in nature. Where participation registration fees are charged by a business or individual, the activity will be considered "for profit" and rental fees will apply;
 - a. Where the activity is considered "for profit" rental fees may be waived where an equivalent valued service in lieu of the rental fee is provided to the school by the Applicant, and where there are no added costs to the Division;
 - b. The equivalent valued service will be determined in advance by consultation between the Principal and the Applicant;
7. Annual lease fees will be charged, signed Lease Agreements and proof of \$2,000,000 liability insurance will be required for on-going annual facility use by registered societies, government agencies or other like organizations:
 - a. Where the organization has access to government grants or other secured funding arrangements, lease rates, based on average WRPS per square meter facility operating costs, may be assessed;
 - b. Where the organization is volunteer in nature or has no secured funding arrangements, assessed lease rates may be minimized (\$1.00 per annum); and
8. The applicant must provide 24 hours notice to cancel an event without penalty. If, however, failure to provide adequate notification of event cancellation is not provided, 25% of the rental fee will be withheld by WRPS.

APPLICATION APPROVAL

Where community or not-for-profit organizations and partners in education wish to make use of school facilities or grounds, the Application must be completed and submitted to the Principal at least one week prior to the intended date, in order to ensure there is no conflict with other functions or rentals:

1. The approved Application is only valid on the dates and for the times shown on the Application and applies only to the space referred to on the Application;
2. WRPS, through the applicable Principal, may cancel or revoke an approved Application at any time it has been established that the said Application and/or Administrative Procedure #545, Use of School Facilities or Grounds has been violated by the applicant;
3. Applications are approved with the understanding that the needs of the Division take priority over the needs of the applicant. If the Division should require the building for unforeseen circumstances, the Principal, in consultation with the Director of Plant Facilities, may change or cancel the approved Application to accommodate the needs of the Division. In cases of cancellation, WRPS shall not be liable for claim by the applicant for damages or reimbursement on account of loss or expense;
4. Where the intended use is considered high risk, Applications will only be approved where proof of Liability Insurance or Form #545-2, Facility User Group Insurance is submitted and accepted by the WRPS insurance broker, (available at www.wrps.ab.ca) and applicable fees, accompany the Application;
5. The applicant shall assume full responsibility for any damage beyond normal wear that may result from the use of the building; and
6. Seasonal Applications covering regular weekly or monthly rentals throughout the year will be issued as early in September as possible after the Principal has determined the school's programming of the building after school hours.

LIABILITY

The Applicant shall indemnify and save harmless Wetaskiwin Regional Public Schools (WRPS) from all liabilities, damages, costs, claims, suits or actions arising from:

1. Any damage to the property howsoever occasioned by the use and occupation of the premises; or
2. Any injury to any person or persons, including death resulting at any time there from, occurring in or about the premises or any part thereof or resulting from the use and occupation of the premises during the term of the rental agreement from any cause whatsoever.

INSURANCE

Wetaskiwin Regional Public Schools carries User Group Insurance for all groups using the facilities where the planned event is considered low or medium risk. Insurance, therefore, is not required for the following activities:

LOW RISK ACTIVITIES	MEDIUM RISK ACTIVITIES
Badminton	Baseball
Dance Lessons	Basketball
Piano Lessons	Ball / Floor Hockey
Art or other like classes	Handball
Yoga / Pilates (subject to certified instructor)	Soccer
Meetings	Softball
	Non-contact Football
	Volleyball
	Garage sales and the like

WHO IS COVERED: Persons covered are all members collectively, including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect of their activities.

COVERAGE: Limit \$2,000,000 general liability per occurrence including the following extensions:

- Premises, property and operations;
- Products and completed operations;
- Blanket contractual (liability arising from certain specified contracts, i.e., rental agreement);
- Personal injury (libel and slander);
- Employees, members and volunteers as additional insured's;
- Cross liability (each insured covered, up to the policy limit in total);
- Tenants legal liability (for damage done to the rented premises)

Please note, this is liability coverage only, and is **NOT** an accident policy. As such no out of pocket expenses due to injury will be paid, but rather personal medical coverage will be applicable.

A deductible of \$500 applies to bodily injury, property damage and legal expenses, for each claim.

Without limiting the generality of the indemnify promise above, where the intended use of the facility is considered high risk, the Applicant shall maintain during the term of occupation general liability insurance in amount not less than \$2,000,000 and \$100,000 tenant legal liability insurance. In addition, WRPS should be named as an Additional Insured on the tenant's insurance policy.

Facility User Group Insurance for high risk activities may be available through the WRPS insurance carrier and will be required where the Applicant is unable to provide proof of coverage through another insurance provider. Please see Form #545-2, Facility User Group Insurance Application on our website at www.wrps.ab.ca.

Applicable Facility User Group Insurance premium payment must be included at the time the Application is submitted.

INSURANCE CHARGES – High Risk Activities

All parties wishing to rent school facilities for high risk activities shall be required to either provide proof of insurance or purchase Facility User Group Insurance. Any activity not indicated in the Low Risk / Medium Risk category is considered high risk.

Examples of high risk activities include:

- Gymnastics;
- Martial arts;
- Boxing or weightlifting; or
- Tackle football.

WRPS holds the exclusive right to determine whether or not an activity is to be deemed high risk.

1. Where the activity is considered high risk, WRPS will require proof of \$2,000,000 comprehensive general liability insurance, and \$100,000 Tenant Legal Liability at the time of booking or;
 - a. Where the applicant's insurance is part of an umbrella policy of a larger provincial governing body, the applicant must provide proof of membership in that organization;
2. Where appropriate, WRPS may require to be named as an Additional Insured on the tenant's insurance policy;
3. Facility User Group Insurance, available through the WRPS carrier, shall be on a cost recovery basis, per the rates established by the carrier;
4. At the time of submitting the Application for Use of School Facilities and Grounds and the Application for User Group Insurance Form, the User Group Insurance premium is due and payable; and
5. All cheques for Facility User Group Insurance are to be made payable to Lloyd Sadd Insurance at the time of booking the facility.

SUPERVISION

1. Supervision is required in all occupied areas, and the provision of such supervision is a condition of approving the Application. Supervision must be provided by the applicant and the supervisor must be 18 years of age or older;
2. A WRPS staff member must be on duty at all times during facility (not grounds) rentals. He or she will have general responsibility over the use being made of the facility, and will ensure that everything has been arranged for the convenience of the applicant and that the facility is not damaged by said applicant;
3. The WRPS staff member shall be in charge of the rented premises. Their instructions regarding the use and care of the facility must be followed;
4. If it is necessary for a WRPS staff member to be on duty during the use of the school outside of their regular work schedule, applicable rental rates shall be charged;
5. Applicant supervisors in charge of the activity for which the rental has been made are required to arrive on the premises 15 minutes before the activity begins. If the supervisor has not arrived 15 minutes after the rental was scheduled to begin, WRPS staff has the authority to deny participants entrance to the facility;
6. Supervisors shall ensure that the external doors are locked within 15 minutes of the commencement of the activity and that only latecomers who are known to be involved in the activity are admitted. Further, participants must vacate the facility within 15 minutes of the conclusion of the program, by the nearest exit; and
7. Participants may not enter any areas of the school not designated for their use and must use the washrooms immediately adjacent to the location of the activity, and then with the knowledge of the supervisor.

SERVICES PROVIDED

1. Rental times shall be stated on the approved Application. WRPS staff will be on duty fifteen minutes before the time stated on the approved Application and will have the space ready and the entrance door unlocked to allow the users to enter the facility;
2. If the supervisor has not arrived 15 minutes after the rental was scheduled to begin, WRPS staff has the authority to deny participants entrance to the facility;
3. The closing time stated on the approved Application is the time the building must be vacated;
4. Only WRPS staff may regulate heating and ventilation controls;
5. Storage facilities for applicant-owned materials are not normally provided; if storage of such items is permitted by the Principal, WRPS assumes no responsibility for loss or damage; and
6. School equipment and/or furniture shall not be used without the authorization of the Principal. Tables, chairs and other furniture or equipment shall not be moved from one area of the school to another without the approval of the Principal.



RENTAL FEES

1. Where applicable, rental fees will be charged in accordance with the Rental Fee Rates as listed on the Application;
2. Rental fees may only be waived where there are no added costs to the Division, and where the applicant is non-profit in nature. Where participation registration fees are charged by a business or individual, the activity will be considered "for profit" and rental fees will apply;
 - a. Where the activity is considered "for profit" rental fees may be waived where an equivalent valued service in lieu of the rental fee is provided to the school by the Applicant, and where there are no added costs to the Division;
 - b. The equivalent valued service will be determined in advance by consultation between the Principal and the Applicant;
3. Annual lease fees will be charged, signed Lease Agreements and proof of \$2,000,000 liability insurance will be required for on-going annual facility use by registered societies, government agencies or other like organizations:
 - a. Where the organization has access to government grants or other secured funding arrangements, lease rates, based on average WRPS per square meter facility operating costs, may be assessed;
 - b. Where the organization is volunteer in nature or has no secured funding arrangements, assessed lease rates may be minimized (\$1.00 per annum);
4. The rental fee specified in the approved Application is the fee payable to WRPS where the conditions of the approved application are met;
5. If a user extends the rental beyond the specified time, an additional charge may be assessed;
6. If a user vacates the premises earlier than that indicated on the Application, rental fees may be, but are not required to be, reduced;
7. Cheques for facility rental shall be made payable to WRPS. Charges made by the school for the use of equipment or furniture are payable to the school;
8. Rental fees are due and payable immediately after the event. Where payment is not made within 30 days of invoicing, future Applications may be denied; and
9. Where additional personnel assistance is required, additional technical fees shall be charged.

EXPECTATIONS OF APPLICANTS

1. Parties using the schools after regular school hours are expected to exercise care of the building and its equipment, to refrain from willful damage and damaging walls by using pins, nails or tape of any kind;
2. Suitable gym shoes must be worn for gymnasium activities. Shoes, which leave marks of any color on the gym floor, must not be worn. Black rubber balls, softballs, baseballs, hardballs and taped wooden hockey sticks, batting machines and bats are not permitted in the school gymnasium;
3. School premises or grounds are to be left tidy by the applicant. Waste materials are to be collected and placed in containers provided;
4. The user is held responsible for breakage and damage beyond normal wear and tear. Following each use, the staff member on duty shall inspect the premises and report to the Principal any damage or improper use of the facilities; and
5. Seating is limited to the capacity specified by the local fire department. Aisles and doorways are to be kept clear and free of obstructions.



RESTRICTIONS

1. Smoking is not permitted within WRPS buildings or on school grounds at any time;
2. The consumption of alcoholic beverages on school premises is strictly forbidden;
3. Lighted candles are not permitted;
4. Paper decorations are only permitted in accordance with fire regulations and must be removed at the conclusion of the activity by the applicant;
5. Only artificial flame-proof Christmas trees may be used and can only be placed in locations approved by the local fire authority;
6. The staff member on duty shall be in charge of the rented premises. Their instructions regarding the use and care of the building must be followed;
7. No structure shall be erected by users within the facility or grounds, without the written approval of the Director of Plant Facilities;
8. The loading of electrical circuits beyond their rated capacity is forbidden. No electrical circuit or electrical control shall be altered;
9. Keyed access to the facility is not available;
10. Vehicle traffic on school grounds is prohibited except in approved parking areas;
11. The applicant will protect, indemnify and save harmless WRPS from all claims and damages that may arise from damage to the school property, injury to persons, or other claims which may occur as a result of activities or programs during rentals;
12. School owned stage lighting and/or audiovisual equipment may only be used with the written approval of the Principal. Additional rental charges for equipment or fees for school personnel to set-up, operate and/or take down may be assessed; and
13. WRPS does not allow private parties such as weddings, anniversaries, birthday parties, etc.