

LL #118027

DFBA/KFB
DFBA-R-2/KFB-R-2
DFBA-R-3/KFB-R-3
DFBA-R-E-1, 2, 3/KFB-R-E-1,2,3

SCHOOL PERMITS

SCHOOL USE:

1. School students shall be individually responsible for any willful damage caused by themselves to the facilities or equipment.
2. All student activities organized by the school must be supervised by a School Division employee on site.

Where the activity includes sleeping over in a school, the following must occur:

- a. an attendant shall be awake at night and prepared with a flashlight to lead an evacuation in case of fire or other emergency, and
 - b. the nearest fire department must be made aware of the sleepover so that it can provide quick response, and
 - c. the Division's security system provider must be advised of the sleepover.
3. Students shall not be allowed on the stage (if the school is so equipped) unless permission is granted by the teacher in charge.
 4. Teachers in charge of school teams, both home and visitors, shall see that dressing rooms are left in an orderly state.
 5. In cases where groups require the use of showers and locker rooms, a woman should be in charge of girls and a man in charge of boys.
 6. The school Principal, teacher in charge or School Division employee on duty has authority to ask anyone to leave the building.

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7. In May, the principal shall submit to the Permit Clerk a listing of dates and times when the building will be required for school activities during the course of the coming school year.
8. For the personal use of school facilities, School Division employee(s) must receive prior authorization through the Community Use permit application process.

NON-SCHOOL USE

1. Organizations or groups interested in using school facilities must apply for a permit from the Board Office.

An application for permit use during the school year (September – June) must be received a minimum of ten business days in advance of the permit start date.

An application for permit use during the summer months (July, August) must be received by the second Friday in May.

2. Permit application forms are available at 2574 Portage Avenue or at www.sjasd.ca/.

Completed application forms are to be submitted to the Permit Clerk of the St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, Manitoba, R3J 0H8.

3. All fees associated with a permit must be paid at the time the Division issues the permit.

A copy of the approved permit is provided to the school Principal, the school Caretaker, and the permit holder.

4. Applications must clearly specify on the permit application the area being requested, dates, terms of usage, and the equipment being requested.

5. School equipment that may be applied for includes basketball hoops, volleyball/badminton nets and poles and gym mats.

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School equipment will not be provided without the prior approval of the Principal.

Expendable items of school equipment are restricted for school use only. For example, balls, floor hockey sticks, skip ropes etc.

6. School equipment that cannot be applied for includes any Industrial Arts and Home Economics equipment. Workplace Safety and Health Regulations require direct supervision and training by the School Division for the use of equipment in these areas.
7. Permits are given to the permit holder subject to the liability for any damage to the building or equipment, which results from the use incidental thereto. The permit holder shall be responsible for the payment of such damage together with any cost involved on demand of the School Division.

A report, submitted by the Principal or Caretaker of a school, shall be considered evidence of the fact that damage has been sustained for which the permit holder is responsible.

Damage to property or equipment, unauthorized use of equipment or abuse of permit privileges may lead to cancellation of the permit.

8. School facilities are available Monday to Friday 4:30 p.m. to 10:00 p.m. and weekends from 8:00 a.m. to 10:00 p.m. provided that the space is not required for use by the school, maintenance projects are not scheduled, the use of the facility is appropriate, and the required security arrangements can be made.

All school facilities are closed for public use on statutory holidays, Christmas Eve, and New Year's Eve.

9. In determining if the permit use of a school facility is appropriate, other School Division policies will be referenced.
10. When the size of a group has diminished, the Division reserves the right to allocate school facilities appropriate to the size of the requesting group.

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If a permit has not been exercised on two consecutive occasions, the permit will be deemed to have been abandoned.

The permit holder will receive a notice of cancellation.

11. All activities involving children of school age must be supervised by a responsible adult.
12. The Board, its servants or agents, shall not be held responsible for any claims for damage or injury that may arise out of the use of buildings or equipment by the permit holder.
13. The School Division is not responsible for any injury incurred by permit holders related to uncleared snow and ice on days when the school is not regularly staffed to provide these services (ex. weekends).

All permit holders enter the property at their own risk and are required to obtain \$2,000,000 of liability insurance.

Liability insurance for the permit holder can be arranged by the Division through HUB Insurance in accordance with the fee schedule (DFBA-R-3).

The permit holder shall indemnify and hold harmless the Division, Board, its servants or agents, against any claims by any party arising out of the permit holder's use of school buildings and property.

14. All Permit Conditions (Regulation DFBA-R-2) must be adhered to.
15. No permit holder shall offer and no employee of the School Division shall accept any gratuity in any form in connection with the use of school premises or equipment.
16. School buildings shall not be used for private gain. All groups requesting a permit for facility use must be operating on a break even basis. Financial Statements may be required to prove not for profit status.

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Exceptions may apply to School/Parent Council Fundraising events. Eligible events must adhere to the School Division's Fundraising Policy DD. Applications for exceptions must be submitted in writing to the Assistant Secretary-Treasurer.

FEES

A. Administration Fee

Permits for dates after July 1, 2024 will be assessed an administration fee of \$75.00 with the exception of School Use, Continuing Education and Lessees.

For youth groups that require block usage with multiple permits within one facility, the administration fee will only be charged once.

B. Rental Fee

1. Rental fees shall be charged to:

- Private Groups of sectarian or limited membership in nature
- Non Local Groups – recreational, social, and educational

2. Rental fees shall be charged on a "per usage" basis or in accordance with a lease contract.

3. Permit allocations shall be limited to hourly increments. A minimum assessment of two hours is required for the use of gymnasiums, auditoriums, theatres, cafeterias, and classrooms.

4. Rental Fee:

Gymnasium	\$44 / hour
Auditoriums, theatres, cafeterias	\$37 / hour
Classrooms	\$24 / hour per room

5. Long-Term Rentals

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Approved requests for long term rentals of facilities are dealt with on a lease contract basis (See Regulation DFCC-R Procedures for Leasing School Buildings and School Space)

C. Weekend, School Break and Summer Permit Surcharge

Permits for dates after July 1, 2024 will be assessed-a surcharge of \$15.00-per hour plus G.S.T. to all weekend, school break and summer permits to offset additional costs incurred by the Division (utilities, cleaning, supplies, administration).

D. Building Security Fees

1. Security fees are required when dedicated Division staff are not on site or unable to actively monitor the building and its contents.

Summer Permits require security to be provided even if maintenance personnel are on site. School buildings are very active during the summer months with extensive cleaning, renewal repairs, capital projects, outside contractors, workplace safety, and the scheduling of staff vacation.

2. Building security will be provided through Event Staff or a security service (Commissionaires).

Commissionaires are utilized if Event Staff are unavailable.

Effective July 1, 2024

Building Security \$22.00 / hour plus GST

3. A charge of one additional hour will be added to the permit fee to allow for security to open, inspect, secure, and close the school building.
4. The permit holder must provide three business days cancellation notice to the Permit Clerk to cancel security arrangements.

The permit holder will be held responsible for any charges incurred where the proper cancellation notice was not provided.

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Organizations with special circumstances can send correspondence to the Secretary-Treasurer/Chief Financial Officer requesting the fees to be waived. The Secretary-Treasurer/Chief Financial Officer will forward the correspondence to the Board of Trustees for consideration.

Where time constraints require an immediate decision, the Secretary-Treasurer/Chief Financial Officer can determine if the fee will be waived.

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