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## **COMMUNITY USE OF SCHOOLS**

The St. James-Assiniboia School Board promotes the use of school facilities and specified equipment in ways that optimize the use for educational, recreational, social, cultural and health by the local community and the City of Winnipeg.

School facilities are available Monday to Friday from 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.

In order that no extra costs accrue to the Division from the use of school facilities, it may be necessary to charge fees as defined below:

**Administration Fee** - The amount of money charged to cover the cost of processing Community Use permits.

**Rental Fee** - The amount of money charged for the use of space and utilities.

**Weekend, School Break and Summer Permit Surcharge** - The amount of money charged to offset the additional cost of utilities.

**Building Security Fee** - The amount of money charged to cover the cost of securing the building.

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**PRIORITY USE**

The order of priority in issuing permits followed by the Board is as follows:

- a) School Use
  - b) Continuing Education - Division operated
  - c) Leaseholders/Early Learning Children's Centre's
  - d) Non-school youth programs 4:30 p.m. to 10:00 p.m. weekdays (all participants 17 years of age or younger)
  - e)\* Community group use involving adults (recreation etc.)
  - f)\*\* City of Winnipeg, Community Services Department
  - g) Private Groups of sectarian or limited membership nature
  - h) Non Local Groups - recreational, social and educational
- \* Where 50% or more of a group are resident within the Division boundaries, this will be considered a Community group.
- \*\* Where a joint use agreement is in operation, the terms of the agreement will override this priority list. Applications shall be processed for approval by the Board at its regular meetings. Permit holders will be billed for any fees payable.

APPROVED 77-05-10  
REVISED 78-11-28

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