



*Guidelines for Use of Divisional Facilities:
Non-School Hours – Divisional/School
Programs & Public Access*

ADMINISTRATIVE PROTOCOL
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Supporting [Policy KFB](#)

GUIDELINES
for
Use of Divisional Facilities:

- *Non-School Hours – Divisional/ School Programs*
- *Public Access*

Effective September 1, 2019

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PERMIT GUIDELINES

The following guidelines strive to

- allocate permit spaces equitably and with minimal disruption to schools' operation
- support divisional responsibilities related to liability.
- Where possible, and practical, facilitate access to children and young people first.
- Respect joint use relationships with the City of Winnipeg and community centres.

OPERATIONAL STATEMENT

1. The people of the Province of Manitoba provide public school facilities to support students' ability to benefit from educational, recreational, and social events during and outside of school hours.
2. During any remaining unused time, school facilities shall be available for employee-based activities and community-based activities but not for personal or commercial activities.
3. Student, employee, and divisional confidentiality, privacy, safety, and security are paramount in the administration of all permit spaces.

GENERAL ADMINISTRATION

1. School programs have priority of use of all school facilities unless otherwise defined by joint use agreement with the City of Winnipeg
2. Schools will obtain permits for all after-school activities to eliminate any operational conflicts with divisional events and to meet emergency response requirements.
3. Schools may pre-empt all permits for use of school facilities for emergent school needs upon seven (7) days' notice to the Facilities Department – Permits Clerk. Scheduled spaces for Continuing Education and summer school may only be pre-empted by a school's administration for good and sufficient reason. If a space for Continuing Education or summer school must be pre-empted, the administration of the school will attempt to accommodate the program in other locations within the school. When necessary the Director of Facilities will attempt to accommodate the program in other locations in the Division on a temporary basis.
4. When defining "general public" access the Division will consider the City of Winnipeg to be priority service provider; therefore, the City will not be affected by the priority of general public permits, providing it meets all other requirements of this policy.

5. Gymnasiums and multi-purpose rooms not used as regular classroom spaces are available to the general public. No other spaces in the school building are available for general public permits.
6. **The Division reserves the right to refuse any permit that it perceives as competitive with a school or divisional program, or inappropriate to a public school or divisional facility.**
7. Permits are not transferable. (City of Winnipeg permits are transferable if approval is obtained when an individual permit is intended for transfer. Approval will be obtained through the Permits Clerk.)
8. General permits through the school year will be considered as individual requests on a “first come, first served” basis
9. Any costs applicable to a permit are payable in advance.
10. When feasible, telephone access may be provided only for City of Winnipeg permits for emergency purposes, in the presence of available school personnel.
11. Exterior doors shall be locked at all times, and a supervisor shall be stationed at one exterior door to allow passage of participants.
12. Permits expire at times indicated and supervising adults shall be the last to leave the building.
13. Subject to the approval of the Director of Facilities, food may be consumed in certain areas if the location is conducive to such allowance.
14. Permit holders may be required to maintain personal liability insurance as a condition of receiving a permit.
15. The following requirements apply to all permit holders:
 - Signing an acknowledgement of responsibility or providing an authorized letter of responsibility from an organization as a condition of obtaining a permit.
 - Providing and maintaining, satisfactory to the school division, an emergency preparedness plan for emergency evacuation, temporary accommodations, and medical responses, to include:
 - a. Arranging communication systems, to exclude routine use of divisional telephone systems.
 - b. Maintaining accurate attendance lists of participants at each event, including names, their home addresses, and phone numbers. This information must be readily available at all times during a permit and provided to divisional or emergency response personnel upon request.
 - c. Delivery, set-up, dismantlement, and operation of any chairs, tables, or equipment required for a permit. If the Division provides such items, permit holders will be responsible to pay all associated costs.

16. The following are prohibited on divisional property:

- Use of tobacco, cannabis, and/or controlled substances.
- Consumption of alcoholic beverages, except as specified by [Policy ADB](#) – Drug-Free Schools/Workplaces
- Activities with the demonstrated potential to damage buildings or property.
- Application of powder, wax or any other preparation to floors

GUIDELINES FOR STUDENT USE

1. School facilities may be used free of charge by students for educational, recreational, social and cultural events.
2. The building administration shall be responsible to ensure adequate supervision of an event by a teacher or other adults and may apply to the Director of Facilities to assign a custodian for events. Supervisors shall be the first to arrive at a function and the last to leave it.
3. Schools may request that the Director of Facilities provide additional chairs, tables, and stages.

GUIDELINES FOR SCHOOL USE OF FACILITIES WITHOUT PERMITS

1. A school's administrative staff may have access to the school's facilities at all times.

Other school employees may have access to the school facilities when the school custodial staff is on duty for divisional activity only. When the school custodial staff is not on duty, employees may access the school facility if the school administrator has so approved and ensured that building security and personal security measures exist to protect divisional property and the employee.
2. After 6:30 p.m. on any school day, a non-permit area may be used without a permit for school functions approved by the principal if the following added conditions are met:
 - a. The custodian is informed of the function;
 - b. Teacher(s)/supervisor(s) is/are the first to arrive at the function and the last to leave;
 - c. The function concludes no later than 10:00 p.m.

GUIDELINES FOR COMMUNITY USE

1. Free use of school facilities on weekdays until 10:00 p.m. is available for meetings and functions of school parent committees.
2. All other applicants pay the applicable rental fees (for community programs such as those provided by the City of Winnipeg Boy Scouts/Cubs, Girl Guides/Brownies, Junior Achievement and non-profit educational, recreational, social, and cultural organizations, if 51% of the program's participants are residents of the Louis Riel School Division).
3. Where approved, the permit holder may bring apparatus/equipment into the school building; the Division will not be responsible for any damage/loss/liability.
4. Unless defined by agreement the Division will not store any permit holder's equipment, if space is available.
5. Names of designated supervisors must appear on the application and at least one (1) must be in attendance in each room/space at all times.
6. For life safety, liability, and security requirements, schools shall not be available to the public for permit activities unless an approved divisional employee or agent is in the building.

RENTAL FEES

Periodically the Division will recalculate rental fees for the use of Division facilities. These fees will apply to permits, based on:

- Utility costs;
- Costs of issuing and administering permits;
- Administrative costs for Division insurance and emergency preparedness requirements;
- Additional custodial and maintenance costs;
- Additional services, such as delivery of sound systems and equipment, etc.;
- When applicable, depreciation and wear costs for building, grounds, and equipment;
- Other costs as deemed necessary following review by the Facilities Department.

Rental fees will be calculated and applied based on the Division's standard of quality and care and requirements.

WHEN CUSTODIANS ARE NOT REQUIRED – PERMITTED EVENTS (DIVISIONAL)

1. The event is supported and approved by the School Administration, and a School Administrator remains on-site during the event.
2. The school administrator ensures that:

- a. S/he is able to direct and instruct emergency personnel in the operation of fire protection, security protection, gas shutoffs, water shut-offs and main hydro shutoff services.
 - b. S/he is able to assist or direct the members of the public in emergency issues requiring medical assistance, personal protection, or communication.
 - c. Permits users maintain safety and sanitary standards such as, but not limited to: washroom cleanliness and supplies, mopping of spills on floors, clearing of snow or obstructions at entranceways and exits.
 - d. Telephone numbers are readily available to contact emergency personnel.
 - e. The school's emergency preparedness plan is operable if necessary.
 - f. A permit is applied for and the event operates consistently with normal policy requirements.
 - g. At the conclusion of the permit, the facility is cleaned and returned to its pre-permit condition, and the building is secure.
3. A permit is applied for and the event operates consistently with normal policy requirements.
 4. The participants of the event are the "Registered Occupants" of the school; namely, all participants are staff members or volunteers of the school in question or students currently registered in LRSD.
 5. The school administrator is satisfied that the supervisor of the event is a qualified caregiver for the participants and facilities, consistent with divisional requirements.
 6. The building is secure from public access.
 7. At the conclusion of the permitted event, the facility is cleaned to the standard of its pre-permit condition, and the building is secured.

WHEN CUSTODIANS ARE NOT REQUIRED - PERMITTED EVENTS (GENERAL PUBLIC)

All permitted events involving members of the general public require the presence of a custodian.

DIVISIONAL, SCHOOL, PUBLIC OR EMPLOYEE PERMITS IN SCHOOLS

All situations of divisional, school, public, or employee use of facilities requires that

- a permit is acquired,
- the Division is aware of the event; and
- the permit holder complies with all guidelines to protect the participants and the Division from concerns related to:
 1. Liability.
 2. Vicarious liability.
 3. Negligence.

PRIORITIZATION OF PERMIT APPROVAL

1. School events.
2. Divisional events (includes Continuing Education, physical education events, music events, etc.).
3. Registered non-profit community groups involving children who reside in the Louis Riel School Division.
4. City of Winnipeg events (at active Joint-Use sites only).
5. Special interest groups; registered public and athletic organizations (churches, sport associations, community centres, taxpayers, private clubs, businesses, etc.)

*School administrators will be consulted when prioritizing permits in school buildings.

IDENTIFYING PERMIT SPACES

1. Generally, dependent on a school's programs and subject to consideration of any existing joint use agreements, the following locations will be available in schools for permitted use:
 - a. Gymnasiums
 - b. Multi-purpose rooms
 - c. Meeting rooms

2. The Facilities Department will confirm each school's permit spaces.
3. Permits will not be issued for grounds use (excluding Joint-Use agreement sites for which the City of Winnipeg takes responsibility for permits).
4. Continuing Education may use specially-equipped areas within school buildings. When so doing, Continuing Education must receive prior approval from the schools to use spaces such as computer labs, Industrial Arts areas, classrooms, etc. When such spaces are identified, the Facilities Department can issue permit with the approval of the school administration, conditional on the following requirements:
 - a. The Continuing Education Program Facilitator is responsible to obtain prior approval from the school administrator, program coordinator, and program director (as applicable) for use of specially-equipped spaces before applying for permits through the Facilities Department.
 - b. Schools, coordinators, and directors who approve the use of specially-equipped spaces take responsibility for any problems related to Continuing Education programs' operation in those spaces. Therefore, if losses or damages occur during the Continuing Education programs within the areas approved by the school, the school must arrange directly with Continuing Education for restitution or resolution of these issues.
 - c. When approving the use of Industrial Arts, Human Ecology, and computer labs by the Continuing Education Department, the school administrator must ensure that program coordinators or directors responsible for those areas approve the use of the space.
 - d. When requesting use of specially-equipped areas in schools the Continuing Education Program Facilitator and the approving school must consider the following:
 - Does the Continuing Education instructor have sufficient training, including safety training, to operate the equipment in the specially-equipped area? Are they qualified to supervise the specific activity?
 - Is all of the equipment to be used in the operation of the program in its intended operating condition with all guards and emergency "stop" controls usable?
 - Does the program provide consumables that may be used in the specially-equipped areas or will the schools be reimbursed for consumables?
 - Have the Continuing Education instructor and the Continuing Education Program Facilitator received clarification from the permanent occupant of the requested space (teacher, supervisor, etc.) as to how s/he wants the space returned at the end of the program, and/or any other requirements that s/he may have before or during the program?

- Are there sufficient maintenance resources (staff, utilities) available to conduct the program and are there any additional costs to the Facilities Department to accommodate the program?
- When offering multiple programs in one school location, does efficient scheduling minimize the disruption to the school and the Division? For example, if an art program, computer program, and woodworking program operate in the same school, can they be conducted on one night instead of on three separate nights?)

PROCEDURES FOR APPLYING FOR PERMITS

1. Permit applicants may access permit forms at divisional schools or the Board Office.
2. Applications shall occur at least ten (10) working days in advance of the function and be accompanied by the rental fee (if applicable).
3. The signature of the permit holder on the “Application for Use of School Facilities” designates agreement:
 - a. To protect, indemnify and save harmless the Division, its servants or agents from all claims for damages which may arise out of the use of buildings/equipment by the permit holder;
 - b. To pay for any damages incurred to buildings and equipment;
 - c. To custodians, allowing only the designated supervisor(s) as listed on the permit to enter a building.
4. Custodians will report to the school administrator any infractions of conditions applying to permits, and any damages to buildings/equipment.
5. Infractions of conditions and/or unacceptable damages may result in cancellation of a permit and/or denial of future requests for use of school facilities.

APPROVING NEW PERMITS

Providing no conflict exists with any existing agreements:

1. Programs for children take priority over programs for adults.
2. Events that accommodate Louis Riel School Division taxpayers receive priority consideration.
3. Questions arising from the prioritization of facility permits will be directed first to Division’s administration, then to the Board (if necessary) for resolution.

LIMITATIONS OF EXISTING PERMITS

1. Permits are not transferable. Neither the event nor the supervisor of the permit may be changed without divisional approval.
2. Permits must meet annually the requirements of a Liability Acknowledgement Form.

BLANKET PERMITS

1. Blanket permits are allowed for schools to conduct school-based training and practice exercises.
2. These permits would include only registered occupants of the school and relate directly to the approved educational requirements or programs of the school.
3. The Division reserves the right to pre-empt blanket permits for divisional requirements, with the understanding that the blanket permit can be rescheduled, or alternative locations provided, if required.

PERMIT TIMES AND SCHEDULES

Providing no conflict exists with any existing agreements:

1. The Facilities Department maintains responsibility for ensuring that permit times do not conflict with school division policies, programs, or requirements
2. Permits are not generally granted on Professional Development days, holidays, and during school break periods.
3. Permits are granted only after 6:00 p.m.
4. Community use permits shall commence in October and end by June 1 of each year.
5. The School Division will attempt to accommodate special requests for use of spaces at times other than those listed above on a case-by-case basis. However, in each instance the school's scheduling and programs will receive priority preference when considering or approving a request.

RESPONSIBILITIES OF CUSTODIAL STAFF DURING PERMITTED FUNCTIONS

1. To maintain the highest degree of security to divisional buildings, property and participants during approved permits in school buildings; the following measures have been implemented:
 - a. Custodial staff's primary responsibility is to provide cleaning to school buildings. Therefore, staff availability to monitor anyone requiring access to a school building is

not a “given”, nor are they expected to be available before or during the permitted event.

- b. All school buildings are unlocked fifteen minutes prior to a permit’s starting time and locked fifteen minutes after the permit event’s starting time.
 - c. School’s custodial staffs are not responsible to supervise permit participants in a school building. This responsibility remains with the permit holder and the designated supervisor of the event.
 - d. If any participant under a permit is expected to arrive at the school after the times stipulated above, the permit holder may designate someone participating in the permitted event to meet such participants at the door.
 - e. Where a custodial staff observes someone trying to access the school building and is satisfied that the person is a legitimate participant of a permit, the staff may allow access to the building.
2. Based on the above, permit holders who desire to change the times of their permits must advise the Permit Clerk to allow a permit revision.
 3. When a custodian is designated to supervise a specific permit (weekend, specialty) the above conditions do not apply.

PERMITS FOR THE LOUIS RIEL BOARD OFFICE

The Auditorium at Louis Riel Board Office is permitted only for divisional programs, events, and meetings.

Other Board Office spaces are not generally permitted, to allow the Division emergency access to public and administrative meetings and gathering spaces.

The staff complement of the Board Office does not allow for full custodial services; therefore, schools that access the facility for divisional events may be required to provide a custodian from their building to deal with cleaning, set-up and dismantling requirements.

PROCESS FOR ALLOCATING PERMITS

The Division reserves the right to amend the following process as needed.

Certain organizations require annual or regularly scheduled permits for a specific period (usually weekly or monthly) during the school year. These permits are classified by the Division as a priority because of existing agreements and obligations to the community. These groups are:

- School events;
- School division events (continuing education, physical education, music events, etc.);
- Registered non-profit groups involving children who reside in Louis Riel School Division.
- City of Winnipeg programs (only at active Joint-Use sites);
- Special interest groups; registered public and athletic organizations (churches, sport associations, community centres, taxpayers, private clubs, businesses, etc.).

If the requested times do not conflict with a school or divisional program, the following process applies:

1. By June 30 of each year, the above groups must submit to the Permits Clerk their request to renew their existing permit. Failure to meet this requirement automatically cancels the existing permit.
2. Unless otherwise specified, the Division formally approves permits for the school year after October 1 of that year to allow schools and the Division to schedule their programs.
3. Permits are issued for requested space(s), pending their availability.
4. If the requested space is not available, the Division may attempt to accommodate the program at an alternative location.
5. All other groups requesting spaces may have their spaces renewed based on a draw conducted in September. The draw process will be as follows:
 - a. Applicants can submit their requests in a sealed envelope marked “Permit Draw” (with the school year of requested use) at any time during the year up to September 15.
 - b. Applicants may select up to three preferred times for the event
 - c. The Facilities Department will open requests in random order by a draw process within the two weeks following September 15.
 - d. The applicants will have their request(s) approved based on the draw results.
 - e. Applicants rejecting any space(s) requested will not be offered alternative spaces.