

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

Effective December 3, 2024

Thriving Learners ∞ Flourishing Communities



Table of Contents

PURPOSE.....	1
GUIDING PRINCIPLES.....	1
AVAILABLE SPACES FOR PUBLIC USE.....	1
PERMIT TIMES AND SCHEDULES.....	1
PRIORITIZATION OF PERMIT APPROVAL.....	2
HOW TO OBTAIN A PERMIT.....	2
IMPORTANT DEADLINES.....	2
RESPONSIBILITIES OF THE PERMIT HOLDER.....	2
PROHIBITIONS.....	3
FACILITY ACCESS.....	3
GUIDELINES FOR SCHOOL USE OF FACILITIES WITHOUT PERMITS.....	4
PERMIT FEES.....	4

Thriving Learners ∞ Flourishing Communities



PURPOSE

This administrative protocol supports Policy KFB – Community Use of Divisional Facilities. It has been developed to provide guidance and direction on the use of divisional facilities during non-school hours. 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. 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. Student, employee, and divisional confidentiality, privacy, safety, and security are paramount in the administration of all permit spaces. The division may amend this administrative protocol as needed.

GUIDING PRINCIPLES

The Louis Riel School Division strives to

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

AVAILABLE SPACES FOR PUBLIC USE

- Gymnasiums
- Multi-purpose Rooms
- Meeting Rooms

No other spaces in the school building are available for general public permits. Board Office spaces are not available for permit use.

PERMIT TIMES AND SCHEDULES

The Facilities Department maintains responsibility for ensuring that permit times do not conflict with school division policies, programs, or requirements.

- Permits are granted only to commence after 6:30 p.m. and conclude by 10:00 p.m. on school days. Weekend permit hours are anytime between 8:00 a.m. and 10:00 p.m.
- Schools will obtain permits for all school activities scheduled to extend beyond 6:30 pm on school days and anytime on weekends to eliminate any operational conflicts with divisional events and to meet emergency response requirements. All staff using the school facilities on a weekend must submit their permit request [ONLINE](#).
- Blanket permits are issued to schools only to conduct school-based training and practice exercises.
- Permits are cancelled on Professional Development days, statutory holidays, and during school break periods.
- Community use permits shall commence in the third week of September and end by May 31 of each year.
- 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.

PRIORITIZATION OF PERMIT APPROVAL

1. School events/Divisional events. School programs have priority of use of all school facilities unless otherwise defined by joint use agreement with the City of Winnipeg.
2. City of Winnipeg events involving children and youth programming (at active Joint-Use sites only).
3. Registered non-profit community groups involving children who reside in the Louis Riel School Division and associated with a local community centre.
4. All other City of Winnipeg events (adult program).
5. Special interest groups; registered public and athletic organizations (faith-based groups, sport associations, private clubs, businesses, etc.)

*School administrators will be consulted when multiple requests have been received for the same space.

HOW TO OBTAIN A PERMIT

- All Permit requests for use of school facilities must be submitted [ONLINE](#). An online permit request must be made at least ten (10) working days in advance of the event. The Facilities Department will confirm each school's permit spaces.
- Permits will not be issued for outdoor amenities use (excluding Joint-Use agreement sites for which the City of Winnipeg takes responsibility for permits).
- 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.
- All Permits are not transferable. Neither the event nor the supervisor of the permit may be changed without divisional approval.

IMPORTANT DEADLINES

- All LRSD schools must submit their permit request for the upcoming school year before the last day of school. Priority Group 2 and 3 listed under section "Prioritization of Permit Approval" must submit their permit requests before August 15. All other external permit requests will be accepted after August 15.
- All external group permits will not be allowed to begin prior to the third week of September.
- Schools may pre-empt all permits for use of school facilities for emergent school needs upon seven (7) days' notice to the Facilities Department.

RESPONSIBILITIES OF THE PERMIT HOLDER

- Permit holders must comply with federal and provincial legislation, municipal by-laws, and school board policy. Permit holders are accountable for the conduct of participants.
- The permit holder will protect, indemnify and save harmless the School Division, its servants or agents, of and from all claims for damages that may arise out of the use of buildings by the permit holder.
- Permit holders are required to maintain personal liability insurance as a condition of receiving a permit. The permit holder complies with all guidelines to protect the participants and the Division from concerns related to:
 - Liability.
 - Vicarious liability.
 - Negligence.

- The permit holder must maintain 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.
- Where approved, the permit holder may bring their own equipment into the school building; the Division will not be responsible for any damage/loss/liability.
- Unless defined by agreement:
 - The Division will not store any permit holder's equipment.
 - The permit holder may not use school or divisional equipment.
- The permit holder must return the space to its original configuration and, where use of equipment has been authorized, put it away.
- The permit holder shall be responsible for any loss or damage to the building or equipment in use during their permitted time.
- The permit holder shall report any issue arising from permit use to the Facilities Department and follow the steps outlined in the [LRSD Protocol for the Resolution of Concerns](#).
- For all cancellations, the permit holder is required to provide at least two weeks' notice in writing prior to the usage date to the Facilities Department. Failure to provide two weeks' notice will result in all fees being charged as per the permit. Any permit holder that fails to show up for a booking without cancelling will be charged the full permit fees.

PROHIBITIONS

- The following are forbidden on school premises:
 - smoking/vaping of any tobacco products (including chewing tobacco) in schools or on school grounds
 - use of alcoholic beverages or controlled substances, including marijuana
 - behaviour that contravenes the school's code of conduct
 - raffles, draws, lotteries, auctions or games of chance, with the exception of school fundraising events approved by the Principal (see [Policies JJE-1, JJE-2 & JJE-3](#))
 - any activity (including but not limited to floor hockey, pogo sticks, indoor field hockey) which may damage or may be reasonably expected to damage floors, walls or other parts of the school building or equipment or facilities
 - use of or moving of school property or equipment without special permission
 - use of matches, lighters, candles or any naked light
 - use of glitter
 - application of powder, wax or any other preparation to floors
- No outside footwear is permitted in the gymnasium or theatre.
- No food or drink is permitted in the gymnasium, with the exception of water.

FACILITY ACCESS

- All permitted events require the presence of a custodian.
- The building will be available for use only upon presentation of the permit to the Custodian in charge. Permits expire at the times indicated and supervising adults shall be the first to arrive and last to leave the building.
- Schools will be unlocked 15 minutes before the beginning of each permit and locked 15 minutes after the start of each permit. It is not the School Custodian's responsibility to stand at the door and allow latecomers to enter the facility. It is the responsibility of the permit holder to monitor their own permit and attendees entering and leaving the school facility on time. Custodial staff's primary responsibility is

to provide cleaning to school buildings and maintain the highest degree of safety and security to divisional buildings and property during approved permit events in the school building.

- Custodians will report to the Facilities Department and school administrator any infractions of conditions applying to permits, including any damages to buildings/equipment, using the [Permit Incident Report Form](#).
- 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.

GUIDELINES FOR SCHOOL USE OF FACILITIES WITHOUT PERMITS

- A school administrator has access to the school's facilities at all times, but other school employees may only have access to school facilities for divisional activity when the school custodial staff is on duty . When the school custodial staff is not on duty, employees may access their classrooms if the school administrator has approved and ensured that building security and personal security measures exist to protect divisional property and the employee.
- 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 school administrator if the following added conditions are met:
 - The custodian is informed of the function.
 - Teacher(s)/supervisor(s) is/are the first to arrive at the function and the last to leave.
 - The function concludes no later than 10:00 p.m.

PERMIT FEES

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

- Facility use fee;
- Additional custodial costs;
- When applicable, depreciation and wear costs for building, grounds, and equipment;
- Other costs as deemed necessary following review by the Facilities Department.

Permit holders will be responsible to pay all associated costs with the delivery, set-up, dismantlement, and operation of any chairs, tables, or equipment required for the permit. Any costs applicable to a permit are payable in advance.