

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>COMMUNITY USE OF DIVISIONAL BUILDINGS AND FACILITIES</b>	<b>KFB</b>

### I. POLICY

The Louis Riel School Division supports the provision by the Province of Manitoba of public school facilities for educational, recreational, social and cultural programs during school hours and at times outside the regular instructional day.

The Division also values partnerships with members of the greater community and therefore supports access to public school facilities for employee- and community-based activities, with the exception of activities that entail personal or commercial gain.

In accordance with section 47.4(2) of the [Manitoba Public Schools Act](#) and in keeping with the principle of responsible stewardship of Divisional resources, this policy articulates **GUIDELINES** and **PROCEDURES** related to community use of divisional buildings and facilities.

### II. GUIDELINES

- A. The Division reserves the right to deny applications for permits involving activities it deems as inappropriate to a public school or divisional facility.
- B. Use of divisional buildings and facilities is governed by **LRSD [Administrative Protocol – Guidelines for Use of Divisional Facilities](#)**.

### III. PROCEDURES

- A. Application forms for use of divisional buildings and facilities are available at the Board Office of the Louis Riel School Division. Completed applications should be forwarded to  

The Louis Riel School Division Board Office  
900 St. Mary's Road, Winnipeg, Manitoba R2M 3R3  
Facilities Department – Permits Clerk
- B. Applications shall be forwarded at least ten (10) working days in advance of the requested function and accompanied by the rental fee (if applicable).
- C. All applicants must sign the Division's Permit Responsibility and Obligation Release Form.

<b>Adopted:</b>	June 21, 2005	<b>Legal References:</b> Sections 47.4(1) to 47.4(5), <a href="#">Public Schools Act (Manitoba)</a>
<b>Revised:</b>	February 5, 2019	