

POLICIES, GUIDELINES AND PROCEDURES

| SUBJECT | N.E.P.N. CODE |
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| COMMUNITY USE OF DIVISIONAL FACILITIES | KFB |

I. POLICY

The Louis Riel School Division (LRSD) supports the provision of public school facilities for community use outside of the regular instructional day, as approved by the Province of Manitoba.

LRSD 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. The Superintendent of Schools (or designate) shall maintain an online portal for booking divisional facilities on the [LRSD website](#).
- B. All applicants must consent to all conditions outlined in the online application.
- C. School staff will report any issue arising from permit use to the Facilities Department using the [LRSD Permit Incident Report Form](#).
- D. Community members will 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](#).

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| Adopted: | June 21, 2005 | Legal References: Sections 47.4(1) to 47.4(5), The Public Schools Act (Manitoba) |
| Revised: | February 5, 2019; December 3, 2024 | |