

## Administrative Procedure 546

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### COMMUNITY USE OF SCHOOL FACILITIES

#### Background

The school is an integral part of the community and may be used by parents and community organizations when it is not required for school use. It is important that the use of school facilities by the community be in accordance with the conditions and requirements determined by the Division and the terms of the Joint Use Agreements.

A rental fee may be charged to outside organization with which there is no reciprocal agreement for free time use of facilities.

#### Procedures

1. The Division and municipality will enter into, and periodically update, a joint use agreement that outlines the terms of reference for school use of municipal facilities and community use of school facilities.
2. Use of school facilities by community groups must be scheduled in a manner that does not negatively affect the schools curricular or extra-curricular programming.
3. A Joint Use Administrative Committee with administrative representatives from both school authorities will serve as the primary body for monitoring the joint use arrangement and recommending any modifications to the Board or Council.
4. The Joint Use Administrative Committee will meet at least once a year to review the agreement and related procedures and address emerging issues and concerns.
5. Additional ad hoc meetings may be held as required.
6. The Secretary Treasurer is responsible for reporting to the Board the results of Joint Use Administrative Committee Meetings and recommending action as required.

Reference: Section 33, 51, 52, 53, 68, 187, 197, 222 Education Act  
Joint Use Agreements