

# AP 231 - USE OF FACILITIES – LIGHT OF CHRIST LEARNING CENTRE

## Background

The Light of Christ Learning Centre (LOCLC) is a unique facility that is owned and operated by the Board. Like any other school division building, the LOCLC is under the jurisdiction of the Division. The facility can only be made available to certain community groups whose main purpose is promoting cultural, faith and educational advancement in the school division.

The use of these premises must not conflict with school division use. Rental and caretaking fees may apply.

## Procedures

1. School division use for which there will be no rental charge include:
  - 1.1 School/student sponsored activity/event in which a staff member is in charge.
  - 1.2 School Community Council activities/events.
  - 1.3 Board/Division/employee meetings and functions.
  - 1.4 Emergency assistance situations.

In all of the above, appropriate arrangements for, access, responsibility and clean-up shall be made with the designated central office staff member responsible for the LOCLC.

2. Activities and meetings for which a caretaking and/or audio-visual fee may be charged include:
  - 2.1 Approved local community groups.
  - 2.2 Approved groups sponsoring events for which no charge is made.
  - 2.3 Other meetings authorized by the Director or designate.

Prior written approval by Facilities Coordinator is required.

3. Activities for which a rental and caretaking & audio-visual fee shall be charged:
  - 3.1 Approved groups which are service-oriented and whose main function is to raise funds for their respective non-profit organizations.
  - 3.2 Elections.
4. Rental Rates and Charges
  - 4.1 These are established and approved by Director or designate annually.
  - 4.2 Charges for caretaking services are reviewed annually. These are also subject to the current Support Staff agreement.

## 5. Application for Rental

- 5.1 Applications for the rental of the LOCLC shall be made to the Director or designate.
- 5.2 Any school division request for use of the LOCLC will be given priority over any non- school division request. The Director or designate reserves the right to deny a request at any time.
- 5.3 Collection of relevant fees is to be made at the division office where approval of the application is given. Fees are submitted monthly to the Chief Financial Officer with a report of rental activity. Caretaking costs are paid from the Division Office.

## 6. Restrictions

User groups shall observe the following:

- 6.1 Smoking is NOT permitted in Division facilities.
- 6.2 Recreational marijuana use is prohibited in and/or on all school division property.
- 6.3 If alcohol will be served/sold/consumed during the activity/event:
  - 6.3.1 A liquor license must be purchased and displayed during the event. It is the user groups responsibility to purchase the liquor license.
  - 6.3.2 Minors are prohibited to attend the event/activity.
- 6.4 Adequate supervision by a school division employee or Board member must be provided with name submitted on the rental agreement.
- 6.5 Admittance to the LOCLC is not permitted until the school division employee or Board member has arrived.
- 6.6 Participants must wear footwear that is appropriate for the area being used.
- 6.7 Participants are expected to take appropriate measures to keep the facility clean, tidy and free of damage.
- 6.8 The user group must make provision for the security of the entire facility during the period of time of their occupancy.
- 6.9 The rooms and facilities used are to be left in the condition in which they were found.
- 6.10 Failure to comply with the above rules and guidelines may result in the cancellation of the user group's rental privileges.
- 6.11 In the event of damage to facilities or equipment, the cost of repair and replacement will be the responsibility of the user group of the event.
- 6.12 If the use of the facility by any approved user group is in contradiction of Catholic teachings or Light of Christ Catholic Schools (LOCCS) board of education policies or administrative procedures, the request will be denied or the booking cancelled.

6.13 The Bishop Albert Thevenot Room is for school division use only.

## 7. Liability Insurance

7.1 It is recommended that the user group maintain, during the term of occupation of the rented premises, comprehensive, general liability insurance. (The Division liability insurance only provides coverage for school sponsored events where students and staff are involved and taking responsibility for the event).

## Regulations

### 1. Approved User Groups

Only groups who fit the following criteria will be considered eligible to rent/use the LOCLC.

- 1.1 Any LOCCS school staff and/or staff group consisting of LOCCS employees and/or board members.
- 1.2 Any LOC school division sponsored educational events (Provincial conferences, professional development events/activities specifically for school division employees/board members, Ministry of Education meetings/events where LOCCS staff are sponsoring the event for purposes directly related to education).
- 1.3 LOCCS School Community Councils (SCCs)
- 1.4 Events in support of our diocese, including local churches and church affiliated groups including:
  - Catholic Family Services
  - Local Deanery
  - Catholic Women's League
  - Knights of Columbus

### 2. Entrance & Supervision

Entrance to the building will be as directed by the designated supervisor or caretaker of the building. Only the designated areas checked on your application can be used by your organization. The supervising school division employee or Board member shall, on entrance:

- 2.1 Make him/herself known to the Board employee in charge of the building.
- 2.2 Ensure that specified times and locations are adhered to.
- 2.3 Take any reasonable action required for protection of LOCCS property.
- 2.4 Immediately report any damage noted by or caused by the group to the Board employee in charge of the building.
- 2.5 Remain in attendance during the entire approved rental period.

### 3. Signs and Decorations

There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling, nor any defacing of the building. If necessary, custodial charges may apply.

4. Use of Equipment:

Please contact the school division office to make arrangements for use of any equipment. Equipment requested by the user(s) **must** be specified (ie, chairs, tables, PA system, lighting, screens, etc) and agreed to by the Director or designate. Furniture or equipment that has been moved must be returned to its original place of storage. Only equipment specified in the agreement will be used. Technician fees may be applicable.

5. Damages:

Renter will be responsible for all damages caused during activity. Groups using the building will be expected to assume responsibility for reasonable care of the property and for obtaining any required permits. Lack of cooperation in this regard may result in cancellation of agreement. Repair or replacement of damage to building and/or equipment and any damage to furniture or fixtures will be paid for by the above organization.

6. Authority:

The supervising school division employee/board member (the person whose name is on the rental agreement) is the LOCCS on-the-spot authority, and his/her instructions will be adhered to.

7. School Holidays, PD Days, Closures and School Functions

Facilities are not available on school holidays or weekends by user groups listed above under Regulations 1.4. School division activities have first priority for use of the LOCLC. Should one of the above scheduled days fall on a school holiday or professional development day, the use of the facilities for that particular day is automatically cancelled. Please check with the school for scheduled professional development days.

8. Hours of Use:

The specified times asked for, and agreed upon, will be strictly adhered to at all times. All arrangements are for the **current school year only** and must be renewed in September, if desired. Users of the facilities **must** be out of the building one-half hour prior to the caretaker securing the building and at the scheduled time.

9. Cancellations:

The renter must notify the LOCCS Office of any cancellations prior to rental wherever possible. Ideally 15 days notice will be given.

10. Liability:

Light Of Christ Catholic Schools will not be responsible for any property left on the premises by the renter, its officers, employees, servants, agents, contractors, volunteers or members.

Reference: Sections 85, 87, 108, 109, 110, 175 Education Act