

519 USE OF MASKWACIS EDUCATION SCHOOLS COMMISSION (MESC) FACILITIES AND GROUNDS

Belief

The Maskwacis Education Schools Commission (MESC) believes it is important for the community to have access to Commission facilities and grounds for their use and enjoyment.

Guidelines

1. All non-school sponsored activities must follow the rules, regulations and procedures outlined.
2. All Commission Schools' facilities, gymnasiums and grounds shall be made available for use by the community for community-sponsored events, activities and programs provided that such use is in the community's interest and does not result in significant interruption of regular education programs or scheduled maintenance programs. The program of school-sponsored activities will always take top priority over community-planned activities.

Definition

Non-school sponsored events, activities or programs are any events, activities or programs sponsored by persons or groups that are not part of the school curriculum and that occur after school hours, on weekends or during the summer break.

Procedures

3. Application procedure
 - 3.1. Application shall be made for the use of facilities, gymnasiums and grounds (form 519-1) in forms available for this purpose to the Associate Superintendent : Corporate Services or designate
 - 3.2. The Associate Superintendent: Corporate Services or designate may consult with appropriate parties (these may include but not limited to the School Administration, Director of Facilities, Director of Technology, Director of Universal Foods, Director of Custodial Services, Superintendent) in making a decision.
 - 3.3. The Associate Superintendent: Corporate or designate will approve or deny the request and will advise the applicant of the decision.
 - 3.4. The user will sign an agreement accepting the required terms and conditions for the use of the facilities, gymnasiums and grounds.
 - 3.5. Copies of the agreement will be forwarded to the school Principal when applicable.
 - 3.6. The approved event will be placed in the appropriate Commission Calendar.

4. Regulations Regarding Using Facilities, Gymnasiums and Grounds
 - 4.1. Facilities, gymnasiums and grounds used must be left as it was.
 - 4.2. Teams or groups will provide their own equipment unless approval has been granted for use of MESC equipment.
 - 4.3. All activities must be adequately supervised and this is the responsibility of the sponsors of the activity.
 - 4.4. The group leader using the school facilities is responsible to communicate with the designated Commission representative on duty.
 - 4.5. The group leader is responsible for ensuring only authorized group members are participating in the activity; and ensuring that all participants leave at the end of the activity.
 - 4.6. No one is to enter any part of the school other than the designated area approved for their use.
 - 4.7. A Commission Employee must be available during the activity to ensure access and security of the facility.
 - 4.8. Damage Deposit.
 - 4.8.1. A refundable damage deposit of \$750.00 must be paid for use of the facilities, gymnasium or grounds unless waived by the Associate Superintendent: Corporate Services or designate
 - 4.8.2. Payment by cash or cheque must be made in advance. Cheques must be made payable to "Maskwacis Education Schools Commission.
 - 4.8.3. The deposit is refundable at the end of the scheduled event, activity or program, provided that there is satisfactory clean-up of the facilities gymnasiums and all associated rooms and grounds. The damage deposit will be used to pay for clean-up of, or damages to, facilities, gymnasiums and grounds left in unsatisfactory condition as determined by the Associate Superintendent: Corporate Services or designate.
5. Persons in charge of bookings on behalf of groups or teams will be responsible for informing their group about school rules and regulations and for ensuring that their group follows these rules and regulations.
6. If a group does not comply with the rules and regulations, the privilege of using school facilities will be withdrawn. Once lost, only the Associate Superintendent: Corporate Services or the Superintendent may restore privileges.
7. Use of school facilities and gymnasiums may be cancelled or denied at any time if the activities:
 - 7.1. Damage the school property;
 - 7.2. Cause excessive inconvenience for the school personnel; or
 - 7.3. Create an unsafe or dangerous environment for the school and community.
8. All broken and/or damaged school property and equipment will be repaired or replaced and then charged against the individual or group using the school facilities. If the cost of repair/replacement exceeds the damage deposit, then individuals or groups must make full restitution. Any damages and/or breakages must be reported to the Commission employee assigned to the activity.

9. The group using the facilities, gymnasiums or grounds is responsible for clean up of trash and disposing in the receptacles provided.
10. Alcohol and drugs are not allowed on school property (grounds and building).
11. Food or drinks (soda pop) are not allowed in the gym except with the permission.
12. No smoking is allowed within or on Commission property notwithstanding for ceremonial purposes.
13. Access to telephone will not be available.