ACME SCHOOL DIVISION

COMMUNITY USE & RENTAL OF SCHOOL FACILITIES — **ADMINISTRATIVE PROCEDURE 560**

1. BACKGROUND & GENERAL POLICY

The Board of Trustees believes that the community should have reasonable access and pay reasonable fees to use school facilities for educational, recreational, and cultural activities. The school principal or designate is responsible for managing community use of the facility in alignment with Division standards.

2. OPERATING PROCEDURES & FINANCIAL GUIDELINES

1. Community use is approved subject to all terms outlined in **Appendix A (Rental Agreement)**.
2. **Smoking and alcohol consumption are strictly prohibited** on school property. Exceptions for alcohol consumption may only be granted if formally included in a Joint Use Agreement pursuant to AP 560.
3. The principal or designate shall ensure facilities are prepared and accessible at the times specified in the approved application.
4. All rental fees collected by a school remain at that school site and are directed into the operating account of the program under which the booking was established.
5. For financial compliance and GST reporting, the principal must provide full reporting to the Division Office with all charges broken down and coded appropriately.

3. REQUIREMENT SUMMARY & DUE DATES

REQUIRED ITEM	DUE DATE	APPROVAL AUTHORITY
Rental Agreement Form	Upon Booking Request	Principal or Designate
Billing Information (Appendix B)	Upon Booking Request	Principal or Designate
Proof of Insurance / Liability Waiver	Upon Booking Request	Division Risk Management / Principal
Rental Fees Payment	Upon Invoicing	School Financial Services

APPROVAL PRIORITY HIERARCHY

1. School / Division Events & Programs
2. Not-for-profit children & youth groups (e.g. community recreation)
3. Not-for-profit adult groups (e.g. service clubs, churches)
4. All other local groups, individuals, or organizations
5. All other non-local groups, individuals, or organizations

HOURS OF USE & RESCHEDULING

- **Daily Hours:** 6:00 a.m. to 11:00 p.m. daily year-round.
- **Holidays:** Subject to approval by Manager of Facilities.
- **Bumping Bookings:** If space is required for school use, reasonable notice and alternative dates/locations will be provided.
- **Annual Cycle:** Agreements expire June 30th annually. New booking cycle starts July 1st.

4. USER GROUP SUPERVISION & FACILITY CARE

- User groups must provide adequate adult supervision and are fully responsible for member and participant conduct.
- User groups are financially liable for all repair, damage, or extra custodial cleaning costs incurred.
- Areas must be left clean and restored to standard operational condition for school use.
- Access is strictly restricted to designated spaces and adjacent washrooms listed in the agreement.
- Food and beverages are restricted to designated servery or cafeteria areas.
- Approval is denied if prior fees are outstanding or if activities conflict with maintenance schedules.

Insurance & Legal Compliance: Proof of $2,000,000 minimum general liability insurance is required per booking. Individual liability waivers are required for low-risk adult groups. **SCHOOL ACT §§ 60, 62, 195**

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APPENDIX A & B: RENTAL APPLICATION & AGREEMENT

FORM AP 560-A

USER DECLARATION & AGREEMENT

I have read, understood, and agree to comply with all rules, terms, and conditions set forth in the Acme School Community Use of Facilities Rental Agreement. I confirm that valid proof of liability insurance ($2,000,000 minimum) or required liability waivers are attached. I accept financial responsibility for any damage or cleaning fees resulting from our facility use.

Signature of Rentee / Authorized Representative	**Signature of School Principal or Designate**
PRINT NAME	**DATE**
PRINT NAME	**DATE**

FOR SCHOOL OFFICE USE ONLY

[ ] Rental Approved [ ] Rental Denied (Reason Attached) [ ] Proof of Insurance Verified

[ ] Individual Liability Waivers Collected (Adult Low Risk) Non-Profit Society / Charity #: _____

APPENDIX B: BILLING INFORMATION FORM

To be completed via `hallbookingonline/acmeschool/` or submitted directly to the principal upon booking.

NAME OF ORGANIZATION OR INDIVIDUAL APPLICANT

RESPONSIBLE MEMBER / CONTACT PERSON

PHONE NUMBER

EMAIL ADDRESS

MAILING ADDRESS (INVOICES WILL BE SENT TO THIS ADDRESS)

FACILITY / SPACE REQUESTED (E.G. FULL GYM, SERVERY, CLASSROOM)

REQUESTED DATE(S) & TIMES (INCLUDE SET-UP & TAKE-DOWN)

TOTAL AMOUNT OWED (AS PER APPENDIX C FEE SCHEDULE)

$ _____

PAYMENT RECEIVED RECORD

Date Payment Received: _____

IMPORTANT ACCESS & CUSTODIAL REGULATIONS

- Access cards and fobs are programmed strictly for the approved time frame requested. Billing reflects requested or actual time used, whichever is greater.
- **Custodial Cleaning Fee:** User groups are required to leave facilities clean. A **minimum charge of $105.00** custodial fee will be automatically billed if school staff must perform cleanup following a booking.

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APPENDIX C: FEE SCHEDULES & CATEGORY DEFINITIONS

EFFECTIVE JULY 1

1. PRIMARY FACILITY RENTAL RATES

GROUP CATEGORY	GYM (HALF / SINGLE)	GYM (FULL / DOUBLE)	SERVERY*	CLASSROOM	TECH ROOM
Youth Non-Profit	$5.00 / hr Season: $80 (2h) / $200 (5h)	$10.00 / hr Season: $160 (2h) / $400 (5h)	$5.00 / hr	$2.50 / hr	$10.00 / hr
Youth Profit	$25.00 / hr Season: $400 (2h) / $1000 (5h)	$50.00 / hr Season: $800 (2h) / $2000 (5h)	$15.00 / hr	$18.00 / hr	$20.00 / hr
Adult Non-Profit	$15.00 / hr Season: $240 (2h) / $600 (5h)	$30.00 / hr Season: $480 (2h) / $1200 (5h)	$22.00 / hr	$15.00 / hr	$15.00 / hr
Adult Profit	$45.00 / hr Season: $720 (2h) / $1800 (5h)	$90.00 / hr Season: $1440 (2h) / $3600 (5h)	$45.00 / hr	$35.00 / hr	$30.00 / hr
Continuing Education	$7.50 / hr	$15.00 / hr	$10.00 / hr	$5.00 / hr	1-10h: $10/std 11-20h: $20/std >20h: $40/std
Non-Local	$50.00 / hr ($200 / day) Season: $800 (2h) / $2000 (5h)	$100.00 / hr ($400 / day) Season: $1600 (2h) / $4000 (5h)	$45.00 / hr	$35.00 / hr	$35.00 / hr

*Servery fee includes baseline items. Refer to Servery Rental Baseline doc. Combi-Oven is subject to additional fee below.

Rational iCombi-Pro Oven

- **Single Use:** $75.00/day flat rate
- **Multiple Use:** $50.00/day flat rate

Custodial & Security Charges

- **Custodial Fee:** $35.00/hr (Min. 3 hrs)
- **Access Security Fob:** Annual rental available upon principal approval.

Fee Support Options

For information regarding fee waivers or alternative payment plans, please schedule a meeting with the Principal.

2. BENCHMARK TOURNAMENT FEE SCHEDULE RECOMMENDATIONS

USER GROUP CATEGORY	SINGLE STATION (1-DAY / ≤10H)	SINGLE STATION (2-DAY / ≤20H)	DOUBLE STATION (1-DAY / ≤10H)	DOUBLE STATION (2-DAY / ≤20H)
Youth Non-Profit	$40.00	$70.00	$75.00	$130.00
Adult Non-Profit	$100.00	$180.00	$200.00	$350.00
Youth Profit	$150.00	$260.00	$300.00	$520.00
Adult Profit	$180.00	$320.00	$360.00	$640.00
Non-Local	$200.00	$400.00	$400.00	$800.00

3. FACILITY TERMS & USER GROUP DEFINITIONS

Minimum Booking: Minimum facility booking duration is 1 hour.

Tournament: An 8–20 hour booking over 1–2 consecutive days involving multiple teams.

Season: Approximately 16 consecutive bookings (Max 2 hrs/day = rate × 16; Max 5 hrs/day = 2.5× rate × 16).

Designate: Person authorized by principal (e.g. VP, Athletic Director, Lead Teacher) to oversee rentals.

Youth Non-Profit: Not-for-profit youth groups (e.g., 4-H, Boys & Girls Club, minor sports).

Youth Profit: Commercial businesses serving youth (e.g., private sports camps or academies).

Adult Non-Profit: Non-profit adult service clubs, churches, or community recreation leagues.

Non-Local: Organizations or teams originating outside the local community area.