



CALGARY BOARD OF EDUCATION

Administrative Regulation 8004 - Use of Schools Outside of Instructional Hours

Table of Contents

Preamble	
	Part 1
	General
Statement of principle	1
Purpose and application	2
Definitions	3
Authorized use and booking of facilities	4
Priorities	5
	Part 2
	CBE Block Booking of Schools Outside of Instructional Hours
School board use of schools outside of instructional hours	6
Annual school block bookings deadline	7
Special allowance for school gymnasium	8
School request for booking changes in extraordinary circumstances	9
	Part 3
	Public Use of Schools After 6 P.M.
After school hours	10
Public use rentals managed by the City of Calgary	11
Volleyball, badminton and basketball equipment	12
Facility Operator's responsibilities	13
Supervision of groups and agencies using the schools	14
Damages/losses to school facilities and/or equipment	15
No storage of public user equipment	16
Cancellation	17
	Part 4
	Rules for Use of CBE Facilities
	Outside of Instructional Hours
Public use areas and instructional areas	18
Permission to use instructional areas	19
Permit	20
Viewing	21

Facility caretaking services employee on-duty	22
Booking times	23
Brownies, Cubs and others	24
No smoking	25
Visits and inspections	26
Cancellation	27
Footwear and equipment	28
Inappropriate behaviour	29
Damage	30
Showers	31
Equipment	32
Weapons	33
No alcohol	34
Costs	35

Preamble

Section 195 of the School Act says:

“A board shall provide and maintain adequate real and personal property for its administrative and educational purposes.”

The Board of Trustees’ Policy, Executive Limitations, EL-12: Asset Protection says:

“The Chief Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used or exposed to unnecessary risk. Accordingly, the Chief Superintendent must not:

- 9. Fail to have assets utilized for the benefit of the community within reasonable costs for both parties;
- 10. Refuse to examine options that would result in significant savings in costs or enhanced productivity.”

The Board of Trustees’ Policy, Executive Limitations, EL-13: Facilities/Accommodations says:

“The Chief Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board of Trustees’ Ends policies, are safe, properly maintained, adequate and functional for the programs offered in the school, and demonstrate responsible stewardship of resources.

Accordingly, the Chief Superintendent shall not:

- 6. Unreasonably deny the public’s use of facilities as long as student functions and the academic program are not compromised.
- 7. Fail to develop and consistently administer detailed guidelines for use of facilities that include:
 - (a) Permitted uses;
 - (b) The applicable fee structure;
 - (c) Clear user expectations, including behaviour, cleanup, security, insurance and damage repair;
 - (d) Consequences and enforcement procedures for public users who fail to follow the established rules.”

The Calgary Board of Education recognizes that school buildings and grounds are

integral parts of the community. School facilities are made available for use by not-for-profit organizations when the use will not conflict with the school program or school needs and is in accordance with the law. Extending the use of school facilities to the public, at cost recovery rates established by the Calgary Board of Education, supports fiscal responsibility and accountability.

Section 62(1)(c) of the School Act says:

“A board may , without the approval of the Minister,

- (c) Enter into an agreement with another board, a non-profit organization or a municipality concerning the promotion and development of recreation and community services.”

The Calgary Board of Education has entered into the Joint Use Agreement which is a tripartite agreement signed by the City of Calgary, the Calgary Board of Education, and the Calgary Catholic Separate School District respecting matters related to the allocation and ownership of Municipal Reserve, School Reserve, and Municipal and School Reserve lands and properties owned in fee simple by the Calgary Board of Education and the Calgary Catholic Separate School District.

PART 1 GENERAL

Statement of principle

- 1(1)** Calgary Board of Education schools and school resources are primarily teaching and learning environments provided by the Alberta government and the Calgary Board of Education for the development of knowledge, skills and attitudes of students as part of the school curriculum.
- (2) In certain specific circumstances, school facilities may be used by others outside of instructional time
 - (a) when a Calgary Board of Education or Calgary Recreation permit has been obtained; and
 - (b) in accordance with the requirements of this regulation.
- (3) It is not permissible for anyone to use schools for personal use.
- (4) No one may use Calgary Board of Education schools either during or outside of instructional hours in such a way that could be construed as a commercial enterprise for financial gain except for student projects authorized in advance by the school principal.

Purpose and application

- 2(1)** The purpose of this regulation is to set out the rules for all use of school facilities outside of instructional time by both the Calgary Board of

Education and the community so that the Calgary Board of Education may meet its obligations under the School Act, the Board of Trustees' Governance Policies and the Joint Use Agreement.

- (2) This regulation applies to all use of school facilities outside of instructional hours, other than a long term licence of occupation or lease managed under Administrative Regulation 8007 - Surplus Classrooms and Surplus Schools and Buildings.

Definitions

3

In this regulation,

- (a) **“Board-sponsored group”** means a group that is approved by a Board of Trustees' motion as eligible for access to a school or Calgary Board of Education facility such as The Southern Alberta Heritage Language Association (SAHLA) or 'Bridges';
- (b) **“Calgary Recreation Contract”** means the permit issued by Calgary Recreation that authorizes the use of portions of a Calgary Board of Education school or facility that are made available to the public on a scheduled temporary occupancy;
- (c) **“Facility Use Permit”** means a permit issued by the Calgary Board of Education that authorizes the use of portions of a Calgary Board of Education school or facility that are made available to the public on a scheduled temporary occupancy;
- (d) **“instructional area”** means career and technology facilities except computer laboratories, classrooms, fine and performing arts facilities, libraries, and physical education facilities except gymnasiums;
- (e) **“public use areas of schools”** means school gymnasiums including shower rooms, auxiliary gymnasiums, multi-use areas, cafeteria eating areas and common areas;
- (f) **“school council”** means a collective association of parents, teachers, principals, staff, students and community representatives established under the School Act that seeks to work together to promote the well-being and effectiveness of the entire school community, to enhance student learning, and to facilitate cooperation among the concerned participants in the local school;
- (f) **“school council activity”** means an activity that the school council or the school council executive sanctions by planning, organizing and actively supervising for the benefit of the school and its students;

- (g) **“school/parent societies”** means societies for the benefit of schools or students formed by five or more people who share a common recreational, cultural, scientific, or charitable interest;
- (h) **“school/parent society activity”** means an activity that the school/parent society or the school/parent society executives sanctions by planning, organizing and actively supervising for the benefit of the school using its own management model and the participation of the school principal or teachers does not sanction the activity as a school-sponsored activity;
- (i) **“school-sponsored activity”** means an activity that the school principal or their teacher-certificated designate sanctions by planning, organizing and actively supervising for the benefit of the school and its students while abiding by the existing laws and regulations that guide the Calgary Board of Education;
- (i) **“Services and Athletics”** means Chinook Learning Services and the Calgary Board of Education and the Calgary Separate School Board Athletic Associations.

Authorized use and booking of facilities

4

School facilities may be used for

- (a) activities of a Board-sponsored group, booked through the Calgary Board of Education Facility Rentals Office;
- (b) school-sponsored activities booked through the Calgary Board of Education Facility Rentals Office;
- (c) school/parent society activities booked through Calgary Recreation;
- (d) activities sponsored by registered non-profit organizations or societies, which are covered under an agreement with the Calgary Board of Education and booked through CBE Facility Rentals;
- (e) other not-for-profit groups booked through Calgary Recreation including a school/parent society activity.

Priorities

5

The order of priorities for the use of school facilities outside of instructional hours is:

- (a) first priority, regular school functions, such as

- (i) extensions of regular school activities including meetings with parents or agencies supervised by the principal or their designate,
 - (ii) school-sponsored activities, and
 - (iii) scheduled physical education and athletics programs;
- (b) second priority, system use by departments of the Calgary Board of Education, including in-service sessions, music competitions concerts, and athletic competitions;
 - (c) third priority, Chinook Learning Services;
 - (d) fourth priority, language schools under the auspices of The Southern Alberta Heritage Language Association (SAHLA)
 - (e) fifth priority, functions and activities booked through Calgary Recreation.

**PART 2
CBE BLOCK BOOKING OF SCHOOLS
OUTSIDE OF INSTRUCTIONAL HOURS**

**School board
use of schools
outside of
instructional
hours**

- 6(1)** The principal or their teacher-certificated designate, Calgary Board of Education departments and Services and Athletics may block book school space as an extension to regular school activities outside of instructional hours.
- (2) A "Block Booking", for example, could be made by a principal for each Wednesday evening throughout the school year between the hours of 7:00 p.m. to 10:00 p.m.
- (3) This block booked time must be used for activities such as parent-teacher interviews, band nights, concerts, and athletic events.
- (4) Normally, schools will not exceed the following guidelines for block-bookings:
 - (a) elementary - one night per week
 - (b) junior highs - two nights per week
 - (c) high schools - three nights per week
- (5) All schools booking public use areas for weekday evenings must state the

specific public use room(s) and time required. Once the block-bookings are complete, other requests will be confirmed with priorities outlined in section 5 of this regulation.

- (6) In cases where additional time is required in any week and it is not previously booked, schools must follow the procedures outlined in section 9 of this regulation.

**Annual school
block bookings
deadline**

- 7(1)** The principal or their teacher-certificated designate, Calgary Board of Education departments and Services and Athletics may block book school space as an extension to regular school activities outside of instructional hours.
 - (2) A "Block Booking", for example, could be made by a principal for each Wednesday evening throughout the school year between the hours of 7:00 p.m. to 10:00 p.m.
 - (3) This block booked time must be used for activities such as parent-teacher interviews, band nights, concerts, and athletic events.
 - (4) By May 1st of each year, the school principal or designate must ensure that the School Block Booking Form listing their requirements for the following school year is completed and forwarded to Facility Rentals.
 - (5) If the school principal or designate fails to meet the May 1st annual deadline, the principal will automatically receive block bookings as confirmed for the school for the previous school year.
 - (6) Calgary Recreation will confirm public booking requests for the fall season to the respective Rentals department of each school board by August 15.
 - (7) All changes to previously approved block booking requests for September to December 31 must be submitted to the Facility Rentals Office department by June 30.
 - (8) Changes or amendments to schools block bookings for January to June must be forwarded to the Facility Rentals Office by October 1.

**Special
allowance for
school
gymnasium**

- 8** Once per calendar year, as part of the regular block booking application, the principal or designate may book one gymnasium for a period of three weeks to support school activities such as gymnastics programs, athletic programs, drama productions, and science fairs.

School request for booking changes in extraordinary circumstances

- 9(1)** The principal or designate may make bookings, in addition to the annual school block bookings, after the fall and spring booking deadlines have passed, or make amendments to the confirmed bookings, provided the following conditions are met.
- (2) Once a booking has been made and confirmed, changes which might be required to accommodate regular school activities would only be made with the consent of all parties involved. It is the responsibility of the principal or their designate to arrange the requested change and to notify the Facility Rentals Office of any changes. The Facility Rentals Office will then initiate a Calgary Recreation Contract amendment. Changes will not be considered unless they were arranged at least two weeks in advance of the scheduled booking change to be negotiated.
- (3) When requests for school facilities are made by board departments or Services and Athletics after the deadline dates, they shall be booked and confirmed to the extent that facilities are available on a first-come, first-served basis.

PART 3 PUBLIC USE OF SCHOOLS AFTER 6 P.M.

After school hours

- 10(1)** School facilities are ordinarily available for use by not-for-profit groups on weekdays during the following times:
- (a) for elementary schools from 6:00 p.m. to 10:30 p.m.;
- (b) for junior high schools, 6:30 p.m. to 11:00 p.m.; and
- (c) for senior high schools, 7:00 p.m. to 11:00 p.m.; and
- (2) These times are inclusive of the total activity and the end time is the time that the group leaves the school.

Public use rentals managed by the City of Calgary

- 11(1)** Calgary Recreation handles the processing of Calgary Board of Education facility use by non-profit organizations after 6 p.m. as described in Calgary Recreation's Booking Guidelines.
- (2) Calgary Recreation handles bookings in the following categories:
- (a) the use of public use areas in Calgary Board of Education facilities, which are requested by external not-for-profit organizations, minor sports groups, community groups and agencies; and

- (b) the use of instructional areas must have the written permission of the school principal before Calgary Recreation will process the group's application to use instructional areas.
- (3) Calgary Recreation processes the use of public use areas and instructional areas by completing a Calgary Recreation Contract and providing the following copies of the contract:
 - (a) one copy to the renter;
 - (b) one copy to the Rentals Office, Facility Operations, Calgary Board of Education; and
 - (c) one copy to the school office of the school being rented, in order to advise them of the rental and any associated requirements, such as the set up of chairs.

Volleyball, badminton, and basketball equipment

- 12(1)** If volleyball and badminton standards and basketball and volleyball nets are available at a school, and upon prior request, they may be made available in the school for the use of all organizations and agencies using the school during out-of-school hours. The use of the equipment must be specified on the Facility Use Permit or Calgary Recreation Contract.
- (2) No other school or Calgary Board of Education sports equipment or sports supplies will be made available for use.

Facility operator's responsibilities

- 13(1)** When a public use group has a Facility Use Permit or Calgary Recreation Contract to use space at a school, Facility Operations staff must:
 - (a) provide the group or agency with access to the building and designated facilities 15 minutes prior to designated time;
 - (b) make volleyball, badminton and basketball standards and volleyball nets available if identified on the Rentals Facility Use Permit or Calgary Recreation Contract;
 - (c) erect and dismantle basic equipment as noted on the Rentals Facility Use Permit or Calgary Recreation Contract ;
 - (d) report damages and losses by completing an Accident/Vandalism Report and a Rentals Complaint Form and forwarding it to the Facility Rentals Office and the appropriate department within 48 hours of the occurrence;

- (e) report on inappropriate behaviour or activities of the public use group or participants, within 48 hours of the occurrence by completing the Rentals Complaint Form and forwarding it to the Facility Rentals Office;
 - (f) ensure that Calgary Board of Education facilities, equipment and materials are protected;
 - (g) ensure that groups or agencies do not violate fire safety regulations and Calgary Board of Education Administrative Regulations.
- (2) High school public address and lighting systems may only be operated by designated school personnel who will be supplied by the school.
 - (3) The public address systems in the junior high and elementary schools will be set up by the facility operator.
- Supervision of groups and agencies using the schools** **14(1)** All public use groups must designate a person to act as an activity supervisor before using the public use area at a school.
- (2) The activity supervisor
 - (a) is directly responsible for the safety and the conduct of the individuals in the public use group, as well as for the public use group as a whole; and
 - (b) must introduce themselves to the facility operator or designate at the school.
- Damages/losses to school facilities and/or equipment** **15** All public user groups and external agencies using school facilities or equipment are responsible for any damages/losses and/or costs to the facility or equipment resulting from their use of the school.
- No storage of public user equipment** **16** The Calgary Board of Education will not provide storage for any equipment or property belonging to the public use group.
- Cancellation** **17** The Calgary Board of Education reserves the right to cancel a Facility Use Permit or Calgary Recreation Contract at any time.

**PART 4
GENERAL RULES FOR USE OF SCHOOL FACILITIES
OUTSIDE OF INSTRUCTIONAL HOURS**

The following regulations apply to all outside of instructional hours booking of school facilities.

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|--|--------------|---|
| Public use areas and instructional areas | 18 | School facilities will be divided into two areas for booking purposes: public use areas of schools and instructional areas of schools. |
| Permission to use instructional areas | 19 | The use of instructional areas must be approved by the principal or their teacher-certificated designate. |
| Permit required | 20 | All outside of instructional hours use of facilities must be confirmed by a Facility Use Permit or Calgary Recreation Contract. |
| Viewing | 21 | Outside groups wishing to view the public use areas that they are booking must make a prior appointment through the principal or designate for this purpose. |
| Facility caretaking services employee on-duty | 22(1) | Whenever members of the public have booked a school facility through Calgary Recreation, a Facility Caretaking Services employee must be on duty. |
| | (2) | The principal may authorize school-sponsored activities, as a regular extension of the school program, without a Facility Caretaking Services employee being on duty, provided that the requisite heating plant checks have been carried out and the activity does not require custodial services. |
| Booking times | 23 | School facilities, or parts thereof, will normally be available for bookings and public use on school days (weekdays) from 6:00 to 10:30 p.m. for elementary, 6:30 to 11:00 p.m. for junior high, and 7:00 to 11:00 p.m. for senior high schools. These times are inclusive of the total activity and the end time shall be the time the group clears the school. |

Brownies, Cubs and others	24	On the approval of the principal, permits will be issued by the Facility Rentals Office for Cubs, Brownies, and other similar groups of young people to use appropriate areas of school facilities after 4:00 p.m. and before public use hours on school days.
No smoking	25	Smoking is not permitted in school buildings or on Calgary Board of Education property.
Visits and inspections	26	Board officials shall have the right to visit and inspect any programs in the school buildings for which permits have been granted.
Cancellation	27	The Calgary Board of Education reserves the right to cancel any Facility Use Permit or Calgary Recreation Contract at any time.
Footwear and equipment	28	All groups using school facilities must ensure that <ul style="list-style-type: none"> (a) participants in their programs use appropriate equipment and wear footwear which is not harmful to the floor, and that (b) spectators wear footwear which is not harmful to the floor.
Inappropriate behaviour	29	Inappropriate behaviour must be reported to the Facility Rentals Office within 48 hours using a Rental Complaint Form.
Damage	30	Responsibility for protection of the school facility and property, and the prevention of damage to equipment shall rest entirely with the organization or group using the facilities. Appropriate precautions must be taken to prevent such damage occurring. In the event of any damage to the school facility or property, the organization or group shall be charged with the cost of repair or replacement.
Showers	31	The use of showers shall only be granted to adult groups, and shall be identified on the Facility Use Permit or Calgary Recreation Contract. In such cases, participants must be out of the shower rooms in sufficient time to vacate schools in accordance with times stated on the Facility Use

Permit or Calgary Recreation Contract.

- Equipment** **32** The use of school property and equipment, such as public address systems, is not included in the Facility Use Permit unless specifically stated. Any equipment that is brought into a school building must be delivered and removed with a minimum of interference with the regular school programs.
- Weapons** **33(1)** In this section, “**weapon**” means any object which is either designed, intended or used to threaten or inflict bodily harm on a person, and includes an object which imitates a weapon.
- (2) No weapons, including firearms, may be brought onto or used on Calgary Board of Education premises unless they are authorized by the school principal and the Corporate Security Advisor.
- (3) This section does not apply to circumstances where possession of an imitation weapon is authorized by a teacher or principal, such as a dramatic production or athletic event.
- No alcohol** **34** Groups from outside the Calgary Board of Education must not use alcohol on school board property.
- Costs** **35(1)** Services and Athletics will be charged actual labour costs when overtime charges are involved or when a facility operator must be supplied.
- (2) Agency programs operating outside of instructional hours will be charged all associated incremental costs, including actual labour costs when overtime charges are involved, or where facility operators must be supplied.

Approved: September 1, 2005
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1st amendment: December 18, 2006
Review date: November 1, 2008

References

- Legal References:**
- School Act, c.S-3 R.S.A. 2000, sections 62(1)(c) and 195
 - Joint Use Agreement
- Governance Policy References:**
- EL-12: Asset Protection, sections 9 and 10
 - EL-13: Facilities/Accommodations, sections 6 and 7
- Administrative Regulation References:**
- 8007 - Surplus Classrooms and Surplus Schools and Buildings
- Forms:**
- Block Booking Form
 - Calgary Board of Education Rentals Facility Use Permit
 - <http://www.cbe.ab.ca/parents/Forms/Lease%20Application%20Form.pdf>
- Contact Person:**
- General Manager, Facility Caretaking Services