

## **Clearview Public Schools**

### **Administrative Procedure 602 - Community Use of Division Owned Property**

**Effective: November 15, 1996**

**Amended: January 14, 2016**

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Clearview School Division No. 71 (Clearview Public Schools) maintains property (buildings, equipment, and supplies, etc.) to facilitate the instruction of students, and for the efficient operation of the school system. Division property is not intended to provide service to individuals, groups and organizations on a regular basis, nor is it intended to compete with other businesses in the community, or provide any service for business or commercial purposes. All school property is the property of Clearview Public Schools.

The Division agrees that use may be made of Division owned property by the public as long as those activities do not interfere with regular school programs. In priority order, such uses include:

1. school or Board-sponsored activities
  2. local community-sponsored public service and non-profit activities
  3. non-local community sponsored public service and non-profit activities
  4. privately-sponsored activities and for profit activities.
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1. The use of school facilities, materials and equipment shall be authorized by the school Principal or site manager. Stettler Elementary, Wm. E. Hay Secondary School Campus and the Performing Arts Centre will continue to be booked through the Division Office. All other bookings will be done through the individual school.
  2. Clearview Public Schools requires that uses of all school owned property be recorded on approved forms. The appropriate form must be completed (by the user) and approved (by the school Principal/site manager). Three copies will be prepared: one for the school Principal, one for the applicant and one for the Board Office. Applications should be made at least one week prior to the actual time of the desired use of the facility. The Principal, however, has discretionary power to waive this advance notice.
  3. It is understood that school sponsored activities have precedence over all other types of activities. However, if it should become necessary to book a school related activity at the same time as another function has been scheduled, it is expected that the community organization would be given reasonable notice of that change.

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4. It is strongly recommended that the following items of school equipment not leave the building in which they are housed:
  - Pianos
  - Science Equipment
  - Industrial Arts - Machinery, Tools
  - Computers
5. Chairs and tables may be loaned/rented to community groups with the permission of the Principal or Division Administration in accordance with procedures and fees which are established from time to time by the local school.
6. The Board has the right to withdraw or deny the use of Clearview Public Schools owned property by any organization or group and shall provide reasons for its decision in writing.
7. The use of open flames and/or candles at a specific event must be pre-approved by Division Administration and the Division's Operations and Maintenance department director prior to the specific event.
8. There shall be no alcohol or tobacco products sold, consumed or otherwise used in or on school property.
9. Notwithstanding section 7, alcohol products shall be allowed to be sold, consumed or otherwise used in the Performing Arts Center provided that the group or organization using such property has obtained all necessary licenses and complied with any other legal requirements stipulated by provincial or municipal law. Notwithstanding section 1 above, all applications for use of the Performing Arts Center that propose the sale, consumption or other use of alcohol shall be considered for approval by the Board of Trustees.