



## Directive on the Use of School Board Facilities and Equipment by the Community or Other Organizations

<b>Department responsible:</b> Equipment	<b>Approved by:</b>  _____ Director General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended:</b> October 5, 2009
<b>Reference:</b> Policy CC 2000/01-29 EQU-03 / Directive on housing for schools and adult education center employees	

***Underlined article numbers identify provisions already adopted by the Council of Commissioners.***

The Board believes that its facilities should inasmuch as possible be made available for use by the community or other organizations when such use does not conflict with school activities. KSB wishes to cooperate with community groups in extending the use of school facilities beyond the regular school activities.

### **1. Premises**

- 1.1            [purpose](#)    This directive is to set the rules pertaining to the use of Board facilities in communities for activities other than regular school activities. This directive does not apply to other school board's administrative center buildings or other buildings located outside the communities.
- 1.2            [priority](#)     Priority for the use shall be given to local non-profit children/youth groups involved in an educational activity.
- 1.3            [use during elections](#)    All schools of the Board shall, upon request, allow the use of their premises free of charge for the establishment of polling stations during a provincial or federal election.

## **2. Schools and other educational buildings / Regular sector**

- 2.1 [application](#) This section applies to buildings dedicated or used for educational purposes at the regular sector. This section does not apply to other buildings used for reasons other than educational purposes.
- 2.2 [education committee jurisdiction](#) The Council of Commissioners has delegated to the Education Committee of each community the power to decide if school facilities are to be used by the community or other organizations other than the School Board.
- [consultation](#) The Center Director before allowing such use presents the request to the Education Committee.
- 2.3 [fees](#) The local Education Committee in consultation with the Center Director may establish using fees for this category of buildings.
- A fee may be levied for opening and closing the school, and supervisory and custodial duties required beyond normal care taking duties.
- Occasional rental fees collected for buildings dedicated or used for educational purposes shall be placed in the school's fund and be used for educational purposes or educational activities only.
- 2.4 [additional charges](#) Use of equipment such as telephone, fax, photocopiers and printers should be charged to the users as well as janitorial services when additional remuneration is necessary to cover overtime performed by an employee.
- 2.5 [invoice](#) Responsibility for arrangements and collection of fees is assumed by the Coordinator of Community Education Services.

## **3. Adult Education centers and students residences / Adult Education sector**

- 3.1 [jurisdiction](#) The local Adult Education Administration shall seek authorization from the Director of the Adult Education Department before deciding if the facilities of the Adult Education center or residences are to be used by the community or other organizations. The local Education Committee is not involved in this matter.

## **4. Other buildings / warehouses, garages...**

- 4.1 [application](#) This section applies to all other buildings not dedicated or used for educational purposes except housing, whether under the regular or adult education sectors.

- 4.2 [jurisdiction](#) Only Equipment Services, after consultation with the Coordinator of Community Education Services, may authorize others to use a warehouse, a garage or such buildings.
- [request](#) Any request must be forwarded to Equipment Services.
- 4.3 [lease](#) KSB may request the signing of a lease by the user of a warehouse, a garage or such buildings.

## **5. Housing units**

- 5.1 [other rules applicable](#) Any use of a vacant housing unit shall be conducted according to rules set in the Directives on housing for employees.
- 5.2 [short term rental](#) All short term rental such as: nightly or weekly lodging requests for a vacant unit, from non KSB employees will be finalized at the discretion of the Coordinator of Community Education Services.
- 5.3 [monthly rental / less than 3 months](#) All monthly rental requests of a maximum of 3 months will be granted at the discretion of the Coordinator of Community Education Services and Equipment Services. A lease shall be signed.
- 5.4 [long term rental / more than 3 months](#) All requests to rent a residential unit for a long term period must be submitted in writing to Equipment Services. The local Education Committee may send recommendations to Equipment Services.
- [approval for lease between 3 and 36 months](#) Equipment Services studies the request and, if it deems the latter appropriate, will submit the lease to the Director-General for approval.

### **Rental fees**

- 5.5 [rental fees short term](#) For short term rental, a fee per night per person as determined in the Business Travel Policy for overnight stay in private housing is collected by the Coordinator of Community Education Services and forwarded to the Finance Department.
- 5.6 [rental exceeding 10 days](#) For rentals exceeding 10 days, the School Board will establish the amount of rent based upon various factors such as the general condition of the building, (plumbing, heating, etc.), the furniture and appliances provided as well as the housing rental market in general.

When the tenant is a KSB employee who is not entitled to Housing as per his working conditions, the rental fee is based on the rates established for KSB employees entitled to housing benefit.

When the tenant is an individual and a resident of the community but not a KSB employee, the rental fee should be based on the rates as well as the ceiling amounts established by Revenue Canada on housing for prescribed zones without a developed rental market. These amounts are increased on a yearly basis.

5.7 [first month](#) The first month rent must be collected at the beginning of the lease.

**Procedure**

5A) [inspection report](#) *The Coordinator of Community Education Services must fill in the inspection report form prior to the individual moving in and before the individual moves out.*

**6. Other equipment**

6.1 [recreational equipment](#) The Coordinator of Community Education Services may authorize the use or rent of the recreational school equipment provided that proper supervision is ensured during the activity.

6.2 [fees](#) The Coordinator of Community Education Services should consult with Equipment services to set a proper fee covering the expenses, if any.

**7. Damages and non-compliance**

7.1 [abuse or non-compliance](#) In cases of abuse or non-compliance with Board regulations, the Coordinator of Community Education Services may cancel the use of the facilities.

7.2 [damage to school property](#) Breakage or damage to the building or equipment must be reported to the Coordinator of Community Education Services and the assessed damages shall be paid by the users.

7.3 [damage assessment](#) Equipment Services may be consulted by the Coordinator of Community Education Services to provide assistance in assessing the damages.

**8. Application of this directive**

8.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

8.2 [responsibility](#) The Director of Equipment is the person responsible for the application of this directive.