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Ile-a-la-Crosse School Division No. 112

Policy 4.1: SNOWMOBILES/ALL TERRAIN VEHICLES

Type: Division Property

Date Approved: May, 2009

POLICY STATEMENT

The Board believes that it has a responsibility to maintain a safe environment throughout all property owned by the Board and to ensure that all property is kept clean and in good repair at all times. The Board believes that property that is well-maintained is an asset to the community.

POLICY

No snowmobiles or all terrain vehicles are allowed to travel on any property owned by the board unless authorized by the board to do so. Offenders will be prosecuted.

Ile-a-la-Crosse School Division No. 112

Policy 4.2: DAMAGE TO PROPERTY

Type: Division Property

Date Approved: May, 2009

POLICY STATEMENT

The Board recognizes its responsibility to ensure that all property and buildings are kept in good repair and are tidy and clean. It believes that well-maintained property and buildings enhance the educational opportunities for students, improve the working environment for staff and are an asset to the community.

POLICY

All persons who cause malicious damage to property or buildings owned by the Board will be held responsible for the damages.

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Ile-a-la-Crosse School Division No. 112

Policy 4.3: MATERIALS/FACILITY USAGE
Type: Division Property

Date Approved: May 2009

Revised and Approved: August 2014

POLICY STATEMENT

The Board recognizes its responsibility to be fiscally prudent and accountable. The Board also recognizes its responsibility to provide and maintain equipment and facilities for educational programming needs of children and youth.

POLICY

The primary user of school facilities and equipment are the students Pre-K to Grade 12. Facility and equipment usage other than for students in the Integrated Facility are governed by policies specific to the facility. However, the Board of Education recognizes that community use of equipment and facilities can become a community asset if used in a responsible and respectful manner. To that end the Board authorizes that school equipment and facilities may be used by the community under the following conditions:

1. The principal shall administer the equipment and facility use policy. A contract of agreement shall be signed by the organizing body for the use of the equipment and facility with the School Division. The CFO shall administer the contract in accordance with this policy.
2. Where an abuse of the contract has become evident the principal shall suspend the use of the equipment and/or facility by the organization and report the suspension in writing to the Director of Education.
3. The Director shall report the suspension to the Board at the next scheduled Board meeting and the Board shall either confirm the suspension or request further information. The Board's request for further information may include an invitation to the principal and the suspended organization and use to attend a meeting of the Board to provide further clarification to the situation.
4. Appendix A to the policy contains a list of the equipment and facilities that may be used by the community.
5. Appendix B to this policy provides a list of the rules of conduct for equipment and facility use by organizations and individual users.
6. Appendix C to this policy provides the standard contract to be used for equipment and facility use by organizations.
7. Appendix D to this policy provides a list of the rules of conduct for the walking track.

Facility usage that falls outside the policies for the integrated services facility usage will be reviewed by the board on a case-by-case basis.

Ile-a-la-Crosse School Division No. 112

Policy 4.3: MATERIALS/FACILITY USAGE

Type: Division Property

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Appendix A Approved List of Space and Equipment

ROSSIGNOL ELEMENTARY COMMUNITY SCHOOL

1. Volleyball – nets, posts, referee stand, net pads, pinnies, volleyballs
2. Soccer – indoor nets
3. Basketball – score counter, tournament score clock
4. Outdoor soccer – mini soccer metal nets, pinnies, soccer balls
5. Floor hockey – nets, floor hockey balls (P30)
6. Baseball – plates, tees, helmets, gloves, safety balls, bats, catcher's gear, field marker, paint
7. Skiing – (loppets) race skis, boots, poles
8. Snowshoes – 5 adult pairs, 20 youth
9. Other equipment maybe used with permission from the PE Instructor and the Principal.

ROSSIGNOL HIGH SCHOOL

1. Gymnasium and gym floor cover
2. Volleyball poles and nets
3. Walking track
4. Library
5. Drama room
6. Art room
7. Home economics room
8. Tables and chairs for officials
9. Other equipment maybe used with permission from the PE Instructor and the Principal.

SCHOOL DIVISION

1. Public use of school building areas such as classrooms and gym.
2. Public use of the building and grounds at the outdoor learning site.

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Appendix B **Rossignol Elementary Community School/Rossignol High School** **Equipment and Facility Use Rules of Conduct**

1. All supervisors **MUST** be present and be prepared to enforce the Rules of Conduct;
2. All school activities scheduled in any of the school's facilities have precedence over all other community club activities;
3. Outdoor shoes must be removed at the front entrance. Please do not bring your outdoor shoes into the gym;
4. Foot wear that will not leave black marks on any of the school floors are required for indoor activities;
5. Pop, chips, seeds, gum, candy and tobacco products are not allowed in the school. The use of tobacco products are not allowed on school property.
6. Bottled water is permitted in the gym.
7. Any equipment or apparatus that may damage the high school gym floor is not permitted i.e. scooters or runners with wheels, floor hockey sticks.
8. All of the above are to be enforced at all times by the activity supervisor in any of the school locations – gym, walking track, classrooms, labs, hallways and any other location provided to the community group;
9. The Ile-a-la-Crosse School Division is pleased to have the community use the school facilities. Please respect the use of these facilities and take responsibility for leaving the facility as you found it. Thank you.

The school administration reserves the right to limit, restrict, suspend or refuse privileges to any community organization or individual not in compliance with the Rules of Conduct described above.

Ile-a-la-Crosse School Division No. 112

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Appendix C

FACILITY USE AGREEMENT

Between: (the Lessee)

And: The Board of Education of the Ile-a-la Crosse School Division No. 112 of Ile-a-la-Crosse, Saskatchewan (the Lesser)

Re:

1. The Ile-a-la-Crosse School Division agrees to lease the premises described as follows:
_____ to the above mentioned lessee.
2. The lessee agrees to use the premises for _____ and for no other purposes.
3. This agreement shall be in effect as follows: _____
4. The Ile-a-la-Crosse School Div.112 agrees to lease the said premises under No. 1 to the lessee at _____.
5. The lessee will be responsible for any cleanup of the premises as a result of the _____. As well, the lessee will be responsible for the supervision of all participants and assistants.
6. The lessee will be responsible to hire security at their expense and will include in the security duties the enforcement of the smoking by-laws and the division's request regarding no food and drinks within the gymnasiums and no outdoor shoes permitted within the facilities.
7. The lessee will be responsible of all persons who cause malicious damage to property or buildings owned by the Board will be responsible for the damages.

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8. The lessee is advised to purchase its own liability insurance and tenants all risk legal liability insurance for any event it sponsors and for which school division property is under a lease contract. In the event that the school division incurs any loss or damage for which the lessee is responsible, the school division's insurers may claim reimbursement from the lessee. Additionally, school division liability insurance does not cover the negligence of non-school users of the property. Therefore, it is advised that the lessee arrange liability insurance to cover such negligence.

This agreement signed on, _____, 20__.

Lessee

Board of Education

Ile-a-la-Crosse School Division No. 112

Policy 4.3: MATERIALS/FACILITY USAGE
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Date Approved: May 2009

Revised and Approved: August 2014

Appendix D

Walking Track

Subject to Policy 3-5 of the Integrated Facility all staff have access to the walking track in addition to one guest per staff member, Monday to Friday 6:00 – 9:00 PM.

Recreational groups of 5-8 members may use the walking track under the following conditions:

1. A recreational group must register with the Recreational Coordinator;
2. An annual fee of \$25.00 per person is required before use of the walking track is administered. Please make cheques payable to the Ile-a-la-Crosse SD N0.112;
3. Two members of the group must be designated as contact persons;
4. One contact person must always be present when the group uses the facility;
5. The group should arrive together with their contact persons so that the caretakers can open and lock the doors for the group;
6. Each group is limited to a one hour limit between 6:00 – 9:00 PM;
7. Children and onlookers are not allowed when a group is using the walking track;
8. Children and onlookers are not allowed in the gym or hallways when a group is using the walking track;
9. Appendix B Rules of Conduct applies to the use of the walking track and must be signed by the contact persons.

POLICY STATEMENT

Subject to Policy 3-5 of the Integrated Facility all staff have access to the walking track in addition to one guest per staff member, Monday to Friday 6:00 – 9:00 PM.

POLICY

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