

Access to Buildings

1. All users must complete and sign the Facility User Agreement (Form 3-24-A). All users not providing their own insurance will be covered under the Facility User Group Insurance Program (additional fees may apply).
2. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations.
3. The user shall provide suitable adult supervision (18 years and older) for the activities during the time of use. No organization may use a facility unless it provides supervision acceptable to the Site Administrator.
4. Smoking is not permitted in the building or on Division property.
5. The Division will not be liable for any injury received by any participant or spectator, or for any loss of, or damage to property, clothing or personal effects of any person or group using site facilities after regular site hours.
6. To avoid competition with the private sector, facility user agreements authorizing the use of site facilities for private use or for personal or commercial gain will only be considered if there is not a suitable facility available in the community, or the person or organization is charged a rental fee comparable to the commercial rate for a similar facility.
7. Significant costs accrue from building, maintaining and operating the facilities of the Division. Therefore, rental fees will be assessed to all users to ensure operating costs for community use are not subsidized by resources intended to support educational services. Where joint use agreements are entered into with municipalities, fees specific to those facilities will be addressed in the agreement.
8. At the discretion of the Site Administrator, fees for a particular community user group may be reduced or waived, or a donation in lieu of fees may be accepted in the particular circumstance(s).
9. Use of site facilities by community groups must be scheduled in a manner that does not negatively affect the schools curricular or extracurricular programming. School-related activities beyond the regular program shall receive preference over community activities.
10. Employees shall have access to the buildings to which they are assigned, but shall not have unlimited access for personal recreational activities.
 - 10.1 When using buildings before or after regular hours, employees shall lock all doors behind them when entering and exiting the building.
 - 10.2 All doors are to be locked when the room or building is not in use.
 - 10.3 Employees are expected to follow the appropriate procedures for disarming and arming the security alarm system.
11. All facilities and equipment shall be left in the same condition as they were found. Failure to comply with this requirement will result in the levy of additional fees to cover the cost of clean-up or repair, which will be assessed by the Site Administrator in consultation with the Director of Facilities and/or designate.
12. The use of alcohol is not permitted on Division property with the exception of approved community-sponsored events. The Facility User Agreement (Form 3-24-A) must be completed and signed for designated functions. Approval shall not be granted for functions at which alcoholic beverages are to be served or consumed unless Division approval is obtained in advance.

13. Summer use of schools is restricted by maintenance requirements. Where exceptions are to be made, they shall be authorized by the Site Administrator.
14. Rates will be established and collected by each site.
15. A master booking list for activities is to be maintained in each site. Sites are expected to complete the Facility User Group Insurance Application (Form 3-24-C) in January and September each year.
16. Site facilities will be made available, at no charge except for janitorial services, to the following:
 - 16.1 School curricular and extra-curricular activities
 - 16.2 School Council/ATA Meetings
 - 16.3 Organizations where membership is limited to school students (e.g. Scouts, Cubs, Guides, Brownies, Cadets, 4-H groups, and Church Youth Groups)
 - 16.4 Activities operating under the control or sponsorship of the Adult Learning Councils, or Recreation Boards, where only a cost recovery fee is charged
 - 16.5 Arts Councils and Community Theatre Groups (when no fees charged for events)
 - 16.6 Royal Canadian Legion Annual November 11th Remembrance Day Ceremonies
 - 16.7 Community groups, or individuals residing within the Division, where no admission fees are charged or solicited (exception: adult dance and weddings – refer to 17.4)
17. Site facilities will be made available; however, booking, rental fees, and janitorial services shall be applied as established by site, to the following:
 - 17.1 Community groups or individuals residing within the Division, where admission fees are charged
 - 17.2 Activities operating under the direct control or sponsorship of the Adult Learning Councils or Recreation Boards, where admission fees are charged or solicited. Admission fees are intended to generate a profit
 - 17.3 Groups based outside Division boundaries (only if they have a local sponsor)
 - 17.4 Site facilities may be used for profit at rates approved annually as established by site
18. Abuse of Property
There will be procedures in place to discourage abuse of Division facilities. Regional Services Administration, in consultation with the appropriate site administrator, may deny use of a facility to any individual or group that has damaged Division property and failed to make restitution, or repeatedly failed to follow site use regulations.
19. Pre-empting Community Use for School Function
A Site Administrator may, under extenuating circumstances, pre-empt a community use function, with a school function, providing at least 48 hours' notice to the individual or group who reserved the facility, with the exception of functions of significance (e.g. weddings, dances etc.), which have been reserved and planned for well in advance of their scheduled use.
20. Limited Use
All school facilities will be made available to the public except the Career and Technology Studies (CTS) facilities in Barrhead and Westlock, which may only be used by Adult Learning Councils to offer adult evening classes.
21. Booking
All bookings of facilities will be made through each individual site. Facilities will look after the bookings for the Joint Use equipment such as tables and chairs; however, sites are responsible for pick up and return of equipment.

Joint Use

Administration wishes to make the use of public facilities available when possible. Administration will have Administrative Procedures in place to ensure that:

- school sponsored activities and events take precedence over all other organizations;
- students are ensured of their right to an education first and foremost;
- the facilities are maximized to the citizens' benefit;
- the facilities are properly administered to protect the public's investment, and to provide a means for the use to be standardized, providing stability and ease of access.

Administration, on behalf of sites, may enter into joint-use agreements stipulating regulations and access to facilities.

Access to Equipment

1. Employees and Public Use of Equipment
 - 1.1 Equipment, materials and buildings are not available to employees for their own personal use. Division owned materials and equipment will not be removed from the site unless permission is granted by the Site Administrator.
 - 1.2 Security deposits and rental fees will be determined by each site.
2. Student Use of School Property
Lockers are the property of the Division. Combination locks may be rented to individual students.

Access to Vehicles

1. The Division shall maintain Division vehicles when deemed fiscally responsible and necessary in fulfilling job requirements.
2. Employees having access to Division vehicles will only use such vehicles for their intended purpose. Division vehicles shall not be used for personal purposes.
3. Employees and adult volunteers (21+) must be approved by school or Division administration to drive Division vehicles. At no time will students be approved to drive Division vehicles.
4. All Division vehicles shall have Division logos displayed and have GPS installed for safety purposes.
5. Vehicles may be replaced between 150,000 and 180,000 kilometres.
6. Employees are encouraged to use system vehicles when available, restricting the use of private vehicles as much as possible.
7. Division vehicles shall be designated to the site purchasing the vehicles on behalf of the Division. These sites are responsible for ensuring that all vehicles are properly maintained.
8. The Director of Facilities will be responsible for purchasing of Division vehicles, with the exception of buses. The Director of Transportation will be responsible for the purchasing of buses. The Director of Facilities will be guided by appropriate Administrative Procedures in the procurement of Division vehicles.
9. The Director of Transportation will be responsible for ensuring all Division vehicles are adequately registered and insured, and that driver abstracts are obtained as necessary. The Transportation Department will also maintain the inventory listing of all Division

- vehicles, including unit numbers, serial numbers, and license plate numbers, and primary users of each vehicle.
10. No Division vehicle will be under the exclusive use of any particular employee, subject to supervisor approval.
 11. Regional Office vehicle(s) will be used on a first priority basis. Employees traveling the farthest distance would have the first priority for the Regional Office vehicle.
 12. Personal vehicle use when a Division vehicle is available, per Vehicle Booking Calendar, is reimbursed at one-half the kilometer rate.
 13. Vehicles are to be refueled prior to return and expenses claimed as per department procedures.
 14. All drivers are required to maintain a current driver's license and follow all current Alberta Highway and Traffic Act legislation.
 15. All drivers are responsible for their own traffic violations and fines (e.g. speeding tickets, parking tickets, etc.).

Reference

[AP 30-15 Purchasing of Goods and Services](#)

[AP 30-22 Alcohol on Division Premises](#)

[Form 3-24-A: Facility User Agreement](#)

[Form 3-24-B: Facility User Group Insurance Reporting Form](#)

[Form 3-24-C: Facility User Group Application – additional insurance coverage](#)

[Exhibit: ASBIE Facility User Group Program Risk Schedule](#)