



File KDB

USE OF SCHOOL FACILITIES BY DIVISION PERSONNEL

The following guidelines are to be followed in arranging for the use of facilities during hours when the school is not normally open:

1. Staff of the Division will be assigned responsibility for security, safety, and cleanliness. The names of those responsible are to be recorded on the agreement form. The form should be filled out at least one week in advance of the activity.
2. A school Custodian may be assigned to supervise school facilities under the following conditions:
 - a) for any event where the number in attendance may exceed 40 people, or the ratio of supervisors to attendees exceeds 1:20;
 - b) for any event where there is a rental fee charged;
 - c) for any event where the sponsoring group charges an admission fee, registration fee or solicits donations;
 - d) for any event that exceeds 3 hours;
 - e) for any event, including those outlined above, as determined by the Principal or Supervisor of Operations.
3. A School Division employee, familiar with the building, other than a Custodian, authorized by the Principal and Supervisor of Operations, may be assigned to supervise school facilities under the following conditions:
 - a) the participants are employees or students of the Division, the number of participants does not exceed 40 at one time, the duration is less than 5 hours, and the supervisor/participant ratio is at least 1:20;
 - b) this person takes on the responsibility of Custodian in #4;
 - c) it is the responsibility of the Principal to ensure that the supervising personnel takes on the responsibility of the Custodian.
4. The responsibilities of a Custodian assigned to supervise school facilities, during non-school as well as during school hours, shall be:
 - a) to open the building prior to the scheduled event;
 - b) to check the area to be used and associated spaces e.g. washrooms, to ensure that all facilities and equipment are in good operating condition;
 - c) to monitor the use of the facilities throughout the scheduled time, to ensure there are no problems with the facility or with the people utilizing the facility;
 - d) to carry out additional custodial responsibilities as time permits;
 - e) to deal with problems directly, or by contacting the appropriate supervisor;
 - f) to carry out the required clean-up following the event;
 - g) to close up the facility according to established procedure.