

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 549 – Internal Use Of Division Property / Facilities</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87, 175</i>	
Received by the Board: August, 2020		Update: August, 2020

### Background

The School Division continues to enhance both properties and facilities to support student learning and activities. The following procedures outline the effective internal use of resources to benefit all schools and students while maintaining the integrity and safekeeping of its property.

### Employee Responsibilities

1. The requesting school Principal/Designate, is responsible for all event planning, including:
  - a. Assigning appropriate adult supervisors for each activity and all spectators’.
  - b. Coordinating the opening and closing of the facilities, in consultation with the school Principal.
  - c. General supervision of the host school during the entirety of the event.
2. The host school Principal will complete the arrangements for custodian care before, during, and after the event based upon the organizing school’s request.
  - a. Custodians on the school division substitute list may be hired for additional or alternate custodian time during evenings or weekends.
3. The requesting school Principal shall approve the planning completeness for all events using additional school facilities.

### Procedures

1. Each school users shall assume responsibility for any loss or damage of property or equipment at the hosting school.
2. There shall be no “rental fee” or opening/closing fees charged between schools for internal, school-based programming and activities.
3. All approved, internal, school division events take priority over external, community-based organizations and events. At least 48-hour notice, as defined in the terms and conditions of the rental agreement, needs to be followed by the host school in the event of a scheduling conflict.

4. Facility usage and behavioral expectations remain consistent as common standards of care defined for normal operations and in all other rental agreements.
5. Division insurance continues to cover all approved school-related activities in any of our school division facilities.