

ADMINISTRATIVE PROCEDURE

Business Administration

Community Use of School Facilities

BUS #18

Revised: August 2026

Background

Christ The Redeemer Catholic Schools (CTR) is committed to providing quality educational facilities that are modern and well maintained. As a publicly funded school division, CTR will endeavor to make appropriate areas in the schools and on the playing fields available to community groups at times when they are not required for school purposes.

Procedure

1. In communities where a Joint Use & Planning Agreement (JUPA) exists, the agreement guidelines will be followed in conjunction with the Administrative Procedure.
2. In communities where a JUPA does not exist, the request is made to the school. Requests can be sent to the school and decisions will be made by the principal or designate. The focus for gym rentals is for non-profit school aged user groups, and local Parish events.
 - The principal (or designate) shall:
 - Have the user group complete and sign the [User Group Application Form](#) (See Appendix A).
 - Contact the Facilities department to ensure there is no conflict with construction or maintenance schedules.
 - Determine that the function is in keeping with the appropriate respect for our Catholic facility.
 - Determine if the function is deemed appropriately safe.
 - Advise that drugs or alcohol will not be permitted.
 - Refuse a user group if the function is deemed inappropriate, unsafe or does not meet any of the other noted requirements.
 - Obtain all necessary insurance and waiver forms.
 - i. If the User Group is a member of a provincial or national organization, they must provide proof of liability coverage through their own provincial or national organizations. The User Group will agree to obtain and keep in force a Commercial General Insurance policy to cover its liability. General Liability policies shall name The Christ the Redeemer Catholic Separate School Division as additional insured and shall be primary to any other insurance policies.
 - ii. If the User Group is not a member of provincial or national organization, liability insurance is charged to community organizations or individuals who rent CTR facilities. Coverage will be arranged during the facility rental process and the premium will be calculated based on use.
 - The school must keep a record of each group/individual that purchases the insurance coverage by completing the [User Group Application Form](#).
 - If everything appears acceptable, the principal or designate signs the form, verifying acceptance by the school, and emails the form to the Facilities department.

- Records created or collected through the community use of facilities process, including applications, contact information, insurance documentation, waivers, approvals, billing information, and related correspondence, shall be created, collected, used, stored, retained, and disclosed in accordance with the Protection of Privacy Act (POPA), the Access to Information Act (ATIA), CTR records retention procedures, information security requirements, and CTR's Privacy Management Program.
- User Group Application Forms containing personal information (names, phone numbers) must be stored in a secure, encrypted Division folder for two years. Physical copies must be shredded once the digital record is verified by the Facilities department.
- Facility Rate:
 - Classroom - \$30.00 / hour – 2 hour minimum.
 - Gymnasium - \$40.00 / hour – 3 hour minimum.
 - Weekend user group - \$2,000.00 flat rate with access to the whole school excluding the administrative area.
 - The Facilities department, in consultation with the principal, is responsible for notifying the applicant of user fees.
 - The Facilities department reserves the right to cancel any outdoor activity when turf conditions have been compromised following extreme weather events.
- Grounds Rate:
 - A CTR employee is not required to be present for an event.
 - Local user - \$20.00 / hour
 - Non-local user - \$80.00 / hour
- Finance:
 - Will bill the user group monthly, based on the information provided by the Facilities department.
 - All revenues will be directed to the Facility O&M Budget.

School/Facility User Group Application Form

SECTION A: TO BE COMPLETED BY APPLICANT

Facility/School Being Used: _____

Organization Name: _____

Mailing Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Type of Activity: _____
(Sport/Event/Meeting – specify sport activity or event)

User Groups MUST attach a certificate of insurance identifying CTR as an additional insured with application.

Required Dates & Times			
Rental Date(s)	Time In	Time Out	Number of Participants

Designated Facility Supervisor: _____ Applicant is a CTR Employee ____ YES ____ NO

Special Set-Up / Equipment Required:

SECTION B: TO BE COMPLETED BY CTR FACILITIES DEPARTMENT

Item	# of Hours	Cost Per/Hr	Total
Gymnasium – minimum 3 hours	3	\$40.00	
Gymnasium - additional hours		\$40.00	
Classroom – minimum 2 hours	2	\$30.00	
Classroom - additional hours		\$30.00	
Outdoor Field – Local User		\$20.00	
Outdoor Field – Non-Local		\$80.00	
Insurance Premium Fee	As Per ARMIC Fee Table		
Other (explain):			
Total Facility Rental Cost			

____ Facility Rental Fee Waived

____ Insurance Premium Fee Waived

GUIDELINES FOR USE OF FACILITIES:

1. Access to all schools must be entered from the Main entrance only, unless otherwise arranged. Outside doors will only remain unlocked 15 minutes prior to and 15 minutes after the scheduled commencement time.
2. Outdoor footwear **MUST** be removed and left at the designated entrance door boot racks. It may be necessary to assign a person, in addition to the instructor, to monitor the designated door entrance.
3. Food/snacks and drinks are not to be brought into the building without prior approval of the appropriate school division and are **NOT ALLOWED IN THE GYMNASIUM AT ANY TIME**.
4. Alcohol/Smoking is **NOT** permitted in the school or on the school grounds.
5. Times of use are as per the agreement on the booking sheet. Groups must be out of the building with fifteen (15) minutes of the end of the booked time.
6. It is imperative that there is no damage to the gymnasium floor or any part of the school facility; damage can result in the cancellation of the rental agreement and denial of access to other schools in the school division. The parties agree that the cost of property damage, other than normal wear and tear, arising of the use of the facilities shall be assessed to and paid for by the respective user group of the facility that caused the damage.
7. Spectators and children must be supervised at all times or entry to spectators may be refused; supervision is the responsibility of the user group.
8. Participants may use only that area of the school assigned, direct access routes and assigned washrooms.
9. The room and its contents must be left ready for the next day's instruction program.
10. The instructor / coach is considered to be the person in charge, and it is this person to whom enforcement of these regulations is given. The instructor / coach is expected to have participants and spectators follow the rules. The instructor / coach must ensure that adequate supervision is provided, recognizing that younger groups may require additional supervision.
11. **Fees are payable prior to the starting date.**
12. Priorities will be determined at the time of booking based upon available space. Bookings are made on a first come basis. The School Division reserves the right to pre-empt any facility booking for priority purposes.
13. Additional premiums required for high-risk activities

I have read the guidelines for community use of school facilities, and I understand that according to the ARMIC Facility User Group Rates I may be charged an additional fee for high-risk activities.

User Group Signature: _____ **Date:** _____

Printed Name: _____

Principal Signature: _____ **Date:** _____

Printed Name: _____

**Director of Facilities
Signature:** _____ **Date:** _____

Printed Name: _____

**Please send the completed form and Certificate of Insurance to
facilities_billing@redeemer.ab.ca**