



JOINT USE AGREEMENT: FACILITIES

INFORMATION FOR SCHOOL PRINCIPALS AND CUSTODIANS ABOUT COMMUNITY USE OF SCHOOLS



Updated Nov 2015

EXPECTATIONS OF SCHOOL STAFF

School staff is expected to treat user groups as guests in their facilities. Upon first meeting with each group, please advise the person in charge of the group of your expectations and any school-specific rules such as which door to use.

LOG-IN PROCESS

- Unlock doors upon arrival of the group rep of the user group. (10 minutes prior to commencement time on the license.) The door can be relocked 10 minutes after the commencement time on the license..
- If no group rep arrives within 15 minutes, the custodian will inform the participants that the activities will not be accommodated.
- Enter date, gym or space booked, and arrival time on the sign-in sheet. (All but the arrival time can be done ahead if desired.)
- A Walk-Through is required before and after every rental, with an inspection by the custodian and group rep of the booked area (including floors). The Log-In sheet should be initialed by both..
- If more than one team or class shares a booking slot for the same organization it is the groups' responsibility to do inspections between teams/classes.
- At the end of the booking repeat the inspection, initial the post walk-through box and record the departure time in the Time Out space.
- Should the group fail to arrive during this time, enter "No Show" in the "Time In/Time Out" space. Contact your District booking/leasing office when groups do not show up.

JOINT USE LOG-IN SHEET

School: _____

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

EXPECTATIONS OF FACILITY USERS

Please note: This information is provided to all users of school facilities with confirmation of the booking.

The use of facilities under the Joint Use Agreement is a privilege. At all times, your behaviour should reflect that of a guest invited into someone's home. The group rep/supervisor should:

- Always have a copy of your license with you.
- Supervise the entry and exit of all your participants.
- Maintain responsibility for the behaviour of your participants at all times.
- Show respect for the facility, any equipment you use, and the authority of the staff person in charge of the facility.
- Report any damage or behaviour issue to the staff person on site (where applicable) immediately, complete the facility incident form, and advise your *Sponsoring Agent** as soon as possible.
- Read and meet all the requirements outlined in the License Agreement.
- Read and follow all instructions in the Guidelines for Use of the facility you are using.

Sponsoring Agents*

Type of User Group	Contact Office	Contact Details
Community groups using school facilities	Facility Bookings	Phone: 780-442-4544 Fax: 780-577-3527 gymbookings@edmonton.ca
EPS using City facilities	Rental Services	Phone: 780-429-8427 Fax: 780-429-8471 juagymbookings@epsb.ca
ECS using City facilities	Properties Planning	Phone: 780-441-6128 rentals@ecsd.net
CSCN using City facilities	Operations Services	Phone: 780-468-4434 Fax: 780-468-4406 ju_rentals@centrenord.ab.ca

INSTRUCTIONS FOR DEALING WITH USER GROUP BEHAVIOUR ISSUES

All user groups are expected to:

- Be responsible for the behaviour of participants at all times,
- Show respect for the facility and any equipment they use, and
- Acknowledge the authority of the staff person in charge of the facility.

The staff on site at the facility is expected to:

- Treat user groups as guests in the facility.
- Advise the person in charge of the group if behaviour is not appropriate.
- Use their authority to eject a user group from the premises at the time of an incident if the situation warrants.
- If warranted, contact their supervisor to assist in arriving at a solution.
- Complete the Incident Report Form for any poor behaviour and/or damage to the facility and forward to the District booking/leasing office no later than the next operational day.

Staff in the District booking/leasing office is expected to:

- Contact the City booking/leasing office to discuss the incident and agree on appropriate next steps if any (Warning, penalty, suspension, etc.).
- Advise the custodian and principal of the outcome of the discussion.
- Forward any invoices for payment of damages to the City booking/leasing office.

Staff in the City booking/leasing office is expected to:

- Follow up as required with the user group on decisions made on any next steps.
- Pay for any damages and forward any invoices for recovery of damage costs to the user group.

While custodians and principals do have authority to eject a user group at the time of an incident if the situation warrants, they do not have the authority to unilaterally cancel a booking or prevent a user group from using the facility in the future. All such decisions must be made in partnership between the District booking/leasing office and the City booking office.

INCIDENT REPORTS

- Should there be any behaviour issues or facility damage, complete your District incident report form and forward as instructed by the District.
- User groups will also complete an incident report form and forward it to the City.
- City and District staffs jointly review reports for consistency and level of incident, gather additional information if required, and determine appropriate action.

CANCELLATIONS

Avoid cancellations. School staff is asked to remember that booking cancellations have significant ramifications for user groups. Please provide as much lead time as possible if you must cancel.

When cancellations are required contact your District booking/leasing office providing the following information:

- Dates and times of bookings that you are cancelling.
- Space booked (e.g. west gym, classroom 23)
- Reason for cancellation.
- Where feasible, provide alternate available slots to reschedule the booking.

In an emergency same-day cancellation or short notice cancellation, please post a sign on the school door as it is unlikely that the group will be able to advise all their participants.

EMERGENCY

In case of Emergency call 911

BOOKING/LEASING OFFICES CONTACT INFORMATION

Edmonton Public Schools

Phone: 780-429-8427; Fax: 780-429-8471; juagymbookings@epsb.ca

Edmonton Catholic Schools

Phone: 780-441-6128; rentals@ecsd.net

Francophone Schools (CSCN)

Phone: 780-468-6440; Fax: 780-468-4406; Ju_rentals@centrenord.ab.ca

OPERATING GUIDELINES

Schedule B-2

<p>City and Community Use of School Board Facilities</p>

Eligible User Groups

For use of school board facilities under the Joint Use Agreement, user groups must:

- be one of the following:
 - a City-sponsored or operated program/group, OR
 - a registered not-for-profit organization under the Societies Act of Alberta, OR
 - part 9 of the Companies Act, OR
 - part 21 of the Business Corporations Act, OR
 - special act of the Parliament of Canada, OR
 - special act of the Alberta Legislature, OR
 - a non-registered informal organization or group without paid leadership,
- be covered by the City of Edmonton's insurance.
- generally have a minimum of 75% City of Edmonton residents.
- generally have a minimum of 12 participants per booking.

Eligible Activities

Activities accommodated include:

- Organized league sports
- Instructional recreation/sport activities (structured learning)
- Casual sport/recreation use (drop in and/or occasional use)
- Occasional business meetings of eligible user groups with a primary mandate in recreation

Priorities for Use

1. Activities within the School Board's mandate, including all aspects as described under the *School Act*
2. Joint Use

Expectations of Users

To retain the right to book and use facilities, user groups must:

- Meet the criteria in these Operating Guidelines.
- Make booking requests according to established procedures.
- Respect the facilities they are using and the authority of the staff person in charge of the facility.
- Meet all requirements outlined in the license.

Schedule "C" (This document is an attachment to the license for all school bookings.)

SCHOOL FACILITY REGULATIONS

1) CANCELLATIONS:

If a group cancels their booking date, the following shall apply:

- a. A group may terminate or reduce the Term of the License Agreement by providing the City written notice at least sixteen (16) days in advance of the date for termination, or reduction of the Term. The group shall receive a full or pro-rated refund of any fee paid for the part of the Term.
- b. If the group fails to provide the City with written notice at least sixteen (16) days in advance of the date of termination or reduction of the Term, the Booking Fee paid/due will be non-refundable.
- c. If no members of the group attend the booking, the rental booking will be considered a "no show" for which the rental booking fee will still apply. All "no show" and rental booking fees must be paid in full.
- d. Consideration will be given to cancellations due to inclement weather (i.e. severe snow storms) provided that the group notifies the booking agent by 12:00 noon of the day of the booking.
- e. To cancel your booking: FAX: 780 577-3527 or EMAIL: gymbookings@edmonton.ca

2) Facility doors shall be open ten (10) minutes before and re-locked ten (10) minutes after the commencement time on the license agreement. Should the group fail to report during this time, the date will be considered a "no show" on the license.

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Customer: _____ License Number: _____

3) All groups shall vacate the booked space no later than the end on their license agreement and vacate the facility no later than (10) minutes after the end time on the license agreement.

4) No food or drink is permitted during activities without special permits. Schools and School property are no smoking areas.

5) User groups are responsible to provide and maintain their own first-aid kit. They are also responsible to have a person available with first aid training that can administer first aid to their participants and arrange for transportation for medical treatment if necessary. An automated external defibrillator (AED) is available at select school locations but the facility owner will not provide a trained technician. Supervisors for user groups may contact the school principal (in Edmonton Catholic Schools) or custodian (in Edmonton Public Schools) to familiarize themselves with the location of the AED (where available) and for access to the equipment if it is required.

6) Supervisor of the rental group duties and responsibilities:

- a. Upon arriving at the facility, the supervisor of the rental group must identify themselves to the facility staff on duty.
- b. Inspect the rental facility, change area, and washroom facilities for damage and safety hazards. NOTE: Any damage and/or safety issues must be reported to the facility staff on site or your group will be assessed repair costs. If the booking slot is divided for use by distinct groups/teams of the same organization, the subsequent supervisors will repeat the inspection.
- c. The rental group supervisor is responsible for the conduct of the members of the group they are supervising; as such, they are responsible to enforce all rules of the Facility and any

instructions from Facility staff. Failure to do so will result in the immediate cancellation of your booking.

d. Supervise entrances and adjacent areas to prevent unauthorized persons from entering the building.

e. Limit activities to the area assigned to the group and restrict participants to these areas.

f. Ensure street shoes are not permitted in gymnasiums and that participant's footwear is clean, non-marking and soft soled. (Note: all dance groups must wear soft soled shoes)

g. All participants must use approved indoor equipment for their activity.

7) In the event of damage, the group responsible will be required to pay the cost of repairs within thirty (30) days of receipt of an invoice (normal wear and tear is accepted by the Facility). Failure to do so will result in the immediate cancellation of the booking. The group will be invoiced for repairs.

INCIDENT REPORT

Supervisor to forward the completed report to The City of Edmonton by fax (577-3527) or email

(gymbookings@edmonton.ca)

To be used for all incidents which involve property damage

Location/Facility:			
Date of Occurrence: (MMDDYYYY):	Time of Occurrence (24:00):	Date Reported (MMDDYYYY):	
Reported to (Name of Staff Person or Supervisor at the facility):			Phone #:
Cause of Incident			
Name:	Phone #:	Date of Birth(MMDDYYYY):	
Address:			
Description of Incident: Write your observations of the incident in chronological order, in as much detail as possible.			
Extent of Damage:			
Action Taken:			
Reported by (Signature) X	Name:	Phone #: Payroll #:	Date (MMDDYYYY):

This information is collected under the Authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to record accident information. It may also be disclosed to third parties to verify the information given. It is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure, contact the Director of Risk Management, 10th Floor, Chancery Hall, (780) 496-5139. **THIS REPORT IS MADE EXCLUSIVELY FOR THE USE OF THE CITY SOLICITOR FOR HIS/HER INFORMATION AND ADVICE THEREON IN THE EVENT ACTION IS BROUGHT.**