



# JOINT USE AGREEMENT: FACILITIES

INFORMATION PACKAGE FOR:  
SCHOOL USE OF CITY FACILITIES



Updated Nov 2017

## EXPECTATIONS OF FACILITY USERS

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:

- Have a copy of your license with you at all times.
- 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 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.

### **SPECIAL REQUIREMENTS FOR NON-STAFFED FACILITIES**

Many of the facilities used by school groups may not have City staff on site during your booking. These include:

- Picnic sites
- Tennis courts
- Most sport fields

The City depends on teachers to act as their agents, being attentive to ongoing monitoring and supervision of students at these sites. Please ensure you read Schedule C of your license carefully and meet all requirements.

Sponsoring Agents\*

Type of User Group	Contact Office	Contact Details
EPSB using City facilities	Rental Services	Phone: 780-429-8427 Fax: 780-429-8471 juagymbookings@epsb.ca
ECSD using City facilities	Cheryl Shinkaruk Learning Services Innovation	Phone: 780-989-3019  cheryl.shinkaruk@ecsd.net
CSCN using City facilities	Operations Services	Phone: 780-468-6440 Fax: 780-440-1631 ju_rentals@centrenord.ab.ca

## BOOKING AND ALLOCATION PROCESS: SCHOOL USE OF CITY FACILITIES

### Annual Booking Cycle

#### *Spring*

- City compiles inventory of availability of arenas and forwards to Districts.
- City provides Districts with booking information packages for all City facilities.
- Districts provide users/potential users with booking information.
- Schools make requests by deadlines.
- Districts forward tennis court, picnic site and field requests to City for processing.
- Districts ensure arena requests meet Operating Guidelines.
- Districts allocate arena time slots to users, resolving any conflicts in requests.

#### *Summer*

- City processes all bookings and forwards licenses to schools.
- City provides a report of bookings to school Districts.
- Districts review requests for arena time outside of availability and confirm needs for specific day/time/location.
- Districts forward “additional hour” requests to City for consideration.
- City consults with facility operators on additional hour requests and advises Districts of the outcome.

#### *September*

- City compiles inventory of availability of pools, City opens booking request forms online, City forwards information to Districts that forms are available and open online.
- Districts circulate information to school users that booking information is available and open online.
- Schools make online requests by deadlines.
- City allocates pool time slots to users, Districts resolve any conflicts in requests.
- Pools issue permits to schools.
- Schools ensure they meet permit requirements.

### Cancellations by School Groups

- School advises the District of dates not required within the timelines.
- District informs City of cancellations.
- City informs appropriate facilities of cancellations.

### Cancellations by the City

- City informs the District of cancellations in accordance with the timelines. When feasible, provide alternate available slots for booking.
- District advises the school of dates cancelled and any alternate slots available.
- School notifies participants of cancellation.

## Incident Reports

- On-site staff complete incident report form and forward as instructed by the City.
- School group completes incident report form and forward to the District.
- City and District jointly review reports for consistency and level of incident, gather additional information if required, and determine appropriate action.
- District advises school of outcome of discussion; City advises facility operator.
- Where agreed, City forwards damage claim invoice to the District.
- District pays invoice.

## Billing Process

- The City of Edmonton will create a new account for each school that utilizes Joint Use facilities and will mail these invoices to the applicable school board rental office rep. Rental agreements will be sent to the school.
- The Joint Use School accounts will not be utilized for activities that are non-joint use. Example: Fort Edmonton, Valley Zoo, John Janzen Nature Centre, River Muttart educational and self guided visits or Valley Programs activities invoiced will be issued to the school.
- Fees for use of City Arenas & Pools will be recognized on the invoice per Rental Agreement numbers, dates and times of use and inclusive of the instructional fees. Instructional fees will be recognized as Rental Extra Fees per each rental agreement number on the invoice.
- The respective school board rental office reps will coordinate the collection of the instructional fees to be paid by the school through an internal process
- The City of Edmonton rentals bookings office has requested an enhancement to the new invoice (currently under construction) to include the teacher name for each rental agreement



## INCIDENT REPORT

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

[\(gymbookings@edmonton.ca\)](mailto: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)	Name:	Phone #:	Date (MMDDYYYY):
X		Payroll #:	

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, 10<sup>th</sup> 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.

## INSTRUCTIONS FOR DEALING WITH USER GROUP BEHAVIOUR ISSUES

All school groups are expected to:

- Be responsible for the behaviour of students at all times.
- Show respect for the facility and any equipment they use.
- Acknowledge the authority of the staff person in charge of the facility.
- Complete your school district's incident report form for any behaviour disputes and/or damage to the facility and forward to your central office as instructed.
- Assume responsibility for payment for any damages.

The staff on site at the facility is expected to:

- Treat school 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.
- Complete the City of Edmonton Incident Report Form for any poor behaviour and/or damage to the facility and forward to Facility Bookings no later than the next operational day.

While facility staff 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 will be made in partnership between the School District and the City of Edmonton.

## CONTACT INFORMATION FOR SCHOOL GROUPS

### Edmonton Public Schools

Phone: 780-429- 8427 ; Fax: 780-429-8471; [juagymbookings@epsb.ca](mailto:juagymbookings@epsb.ca)

### Edmonton Catholic Schools

Phone: 780-441-6128; [rentals@ecsd.net](mailto:rentals@ecsd.net)

### Conseil scolaire Centre-Nord

Phone: 780-468-6440; Fax: 780-440-1631; [ju\\_rentals@centrenord.ab.ca](mailto:ju_rentals@centrenord.ab.ca)

### Joint Use Office

Phone: 780-496-3090; Fax: 780-577-3525; [jointuse@edmonton.ca](mailto:jointuse@edmonton.ca)

# JOINT USE AGREEMENT OPERATING GUIDELINES

## Schedule B-1

### School Use of City Facilities

#### Eligible User Groups

For use of City facilities, school user groups must:

- Be operating under the auspices of the school or school district, AND
- Have school staff participating in, or supervising, the activity, AND
- Be covered by the school district's liability insurance

#### Eligible Activities

Activities accommodated include:

- Curriculum activity
- Inter-school events
- Programs sponsored by the school district which may be operated by a not-for-profit organization registered under the Societies Act of Alberta

#### Priorities for Use

1. Recreation activities within the City mandate, including community use.
2. Joint Use by schools

#### 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.



<b>School and Community Use of Sport Fields</b>
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**Eligible User Groups**

*For use of sport fields,*

School User Groups must:

- Be operating under the auspices of the school or school district, AND
- Have school staff participating in, or supervising, the activity, AND
- Be covered by the school district's liability insurance

Community User Groups must:

- Be *one of* the following:
  - a City-sponsored 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, AND
- Be covered by the City of Edmonton's insurance AND
- Have a minimum of 75% City of Edmonton residents.

**Eligible Activities**

- School curriculum activity, inter-school events, and qualifying sport programs
- Major civic events
- City programs
- Community organized league sports, instructional recreation/sport activities and casual community sport/recreation use

**Priorities for Use**

During School Operational Hours (typically until 6:00 pm):

- Schools have priority use of sports fields on school sites.

Outside of School Operational Hours

1. Major civic events.
2. City programs, school User Groups and community sport User Groups scheduled through the established allocation process considering time constraints and special needs of each group.
3. Other school use of fields.

**Expectations of Users**

- 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 site.
- Meet all requirements outlined in the license.

## OPERATING GUIDELINES

### Schedule B-4

<b>Endorsement Process for Facility Based Criteria</b>
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#### **Permitted Use**

*Definition:* An activity held in a facility or on a site that is specifically designed for that purpose.

*Examples:* Picnics in picnic sites, volleyball or basketball in gymnasias, swimming lessons in pools.

*Approval:*

Approvals are not required as long as the use meets the Eligible Activities requirements in parts B-1, B-2 or B-3 of the Operating Guidelines.

#### **Discretionary Use**

*Definition:*

An activity held in a facility or on a site that is not specifically designed for that purpose, but is pre-approved by the facility owner based upon specific, pre-established conditions.

*Examples:*

Soccer conditioning and/or practice in a gymnasium.

Marching band practice on playing fields

*Approval:*

As per requirements and conditions pre-established by the facility owner and endorsed by the Joint Use Agreement Facilities Management Committee. A list of requirements and conditions for “other approved uses” will be maintained by the Joint Use Agreement Facilities Management Committee.

#### **Special Use**

*Definition:*

An activity proposed for a facility or site that is not specifically designed for that purpose, and is not pre-approved by the facility owner.

*Examples:*

Community festival in gymnasium

Parking on sports fields

*Approval:*

A written request, which describes in detail the proposed event, is submitted to the affected partners at least 28 days prior to the event or activity. Consultation among affected JUA parties is held in a timely fashion such that the applicant would receive notice of approval or refusal at least 14 days prior to event.