



## JOINT USE AGREEMENT: FACILITIES

### INFORMATION FOR SCHOOL PRINCIPALS AND CUSTODIANS ABOUT JOINT USE OF GYMS AT SCHOOLS



## EXPECTATIONS OF SCHOOL STAFF

School staff are 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

- *The user group representative will ring the doorbell (10 minutes prior to commencement time on the booking agreement). The custodian will confirm the booking rental number, the rental date and the start time match the joint use rental calendar. If the information matches, the group will be let in. Doors remain locked and the group is expected to manage the entry and exit of their participants.*
- *If the information does not match (different rental number/start time or is not scheduled in the rental calendar), please do not let the group in and notify your School Division rep the next business day, along with any details such as the time they arrive, their activity, rental name, etc.*
- 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 and manage the entry for the next team/class.
- 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 Division rentals 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 the booking agreement with you.
- Supervise the entry and exit of all your participants.
- Use the designated exterior door to enter and exit the school and ensure the door is fully closed.
- 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 City of Edmonton Facility Bookings ([gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca)) as soon as possible.
- Read and meet all the requirements outlined in the Booking Agreement.
- Read and follow all instructions in the Guidelines for Use of the facility you are using.
- Remain in good standing with all Joint Use partners.

### Contacts:

| Type of User Group                       | Contact Office                     | Contact Details   |
|--|------------------------------------|---|
| Community groups using school facilities | City of Edmonton Facility Bookings | Phone: 780-442-4544<br><a href="mailto:gymbookings@edmonton.ca">gymbookings@edmonton.ca</a>         |
| EPSB using City facilities               | Joint Use Services                 | Phone: 780-429-8540<br><a href="mailto:juagymbookings@epsb.ca">juagymbookings@epsb.ca</a>           |
| ECSD using City facilities               | Educational Planning               | Phone: 780-441-6010<br><a href="mailto:rentals@ecsd.net">rentals@ecsd.net</a>                       |
| CSCN using City facilities               | Operations Services                | Phone: 780-468-6440<br><a href="mailto:ju_rentals@centrenord.ab.ca">ju_rentals@centrenord.ab.ca</a> |

## 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 Division booking office as soon as possible, and preferably the next operational day.

School Division booking/leasing office is expected to:

- Contact the City booking 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 Division booking office and the City booking office and based on the rectifying actions of the user group.

## INCIDENT REPORTS

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

## CANCELLATIONS

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

School Divisions must attempt to provide replacement time for any cancelled hours where a community group has been displaced.

When cancellations are required contact your Division booking 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 OFFICES CONTACT INFORMATION

### Edmonton Public Schools

Phone: 780-429-8540; [juagymbookings@epsb.ca](mailto:juagymbookings@epsb.ca)

### Edmonton Catholic Schools

Phone: 780-441-6010; [rentals@ecsd.net](mailto:rentals@ecsd.net)

### Francophone Schools (CSCN)

Phone: 780-468-6440; [Ju\\_rentals@centrenord.ab.ca](mailto:Ju_rentals@centrenord.ab.ca)

**OPERATING GUIDELINES**

**Schedule B-2**

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|--|
| <b>City and Community Use of School Board Facilities</b> |
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**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 booking agreement.

## **Schedule "C" School Gymnasiums**

**(This City document is an attachment to the booking agreement for all school bookings and is provided as reference.)**

### **1) CANCELLATIONS:**

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

- a. A User 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 User Group shall receive a full or pro-rated refund of any fee paid for the part of the Term.
- b. If the User 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 User Group attend the booking, the booking will be considered a "no show" for which the booking fee will still apply. All "no show" and 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 User Group notifies the booking agent by 12:00 noon of the day of the booking.
- e. To cancel your booking please email: [gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca)

### **2) Facility Cancellations:**

The school or school board may need to cancel time due to school requirements, renovations, or staffing limitations. User Groups will be provided a refund for this time, and the time will be noted so that it will not impact their participation in future years.

### **3) Entry and Exit of the Facility:**

All set up and take down (including sports equipment) as well as warm ups and cool downs required for the booking should be included in the reserved time.

- a. A User Group may enter the school no more than ten (10) minutes before their scheduled booking time.
- b. All User Groups shall vacate the booked space no later than the end of their scheduled booking time and must vacate the facility no later than ten (10) minutes after the end time on the booking agreement.
- c. Doors will remain locked throughout the duration of the booking. Upon arrival, the User Group will ring the doorbell at the designated entrance and present the Booking Agreement to the custodial staff to gain entry into the building. The User Group will be responsible for entry and exit of the participants during their designated booking time.
- d. User Groups are not permitted to prop open exterior or interior doors as this is a significant security risk.
- e. Entry will not be provided to unsupervised minors.
- f. Should a User Group fail to arrive during their designated booking time, the date will be considered a "no show". A pattern of repeated "no shows" could result in the location being removed from their historical use.

4) No food or drink is permitted during activities without special permits. Schools and school sites do not permit the use of tobacco, alcohol, cannabis, or illegal drugs of any kind.

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 User Group must be a responsible adult and their duties and responsibilities include:

- a. Upon arriving at the facility, the supervisor of the User Group must identify themselves to the facility staff on duty, supervise the entry and exit of their participants, and provide a copy of the Booking Agreement (electronic or physical).
- b. Inspect the 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 User Group will be assessed repair costs. If the booking slot is divided for use by distinct User Groups/teams of the same organization, the subsequent supervisors will repeat the inspection.
- c. The User Group supervisor is responsible for the conduct of the members of the User 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. All participants are expected to be respectful of the facility and staff.
- e. Supervise entrances and adjacent areas to prevent unauthorized persons from entering the building.
- f. Limit activities to the area assigned to the User Group and restrict participants to these areas.
- g. 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)
- h. All participants must use approved indoor equipment for their activity.

7) In the event of damage, the User 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 User Group will be invoiced for repairs