



# JOINT USE AGREEMENT: FACILITIES

INFORMATION PACKAGE FOR:  
COMMUNITY USERS OF SCHOOL FACILITIES



Updated Oct 2012

# JOINT USE AGREEMENT OPERATING GUIDELINES

## Schedule B-2

### City and Community Use of School Board Facilities

#### 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.

## 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.

## 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.

- 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 immediately, complete the City of Edmonton incident report form, and forward to Facility Bookings as soon as possible.
- Read and meet all the requirements outlined in the License Agreement.
- Read and follow all instructions in the School Facility Regulations attached to the license as Schedule "C"

## BOOKING AND ALLOCATION PROCESS

### The Framework

- Under the Joint Use Agreement, facilities are shared between the Partners of the Agreement (the City and the School Districts.)
- The Districts make facility time available to the City and the City allocates that time to City and community user groups.
- User groups are customers of the City, not of the School Districts. All requests for use of school facilities are to be made to the City.

### Annual Booking Cycle

#### *Spring*

- School districts compile inventories of availability of gymnasiums and other school spaces and forward to the City.
- The City advises users and potential users with booking information.
- User groups make requests by deadlines.
- School Districts forward any and all misdirected requests for Joint Use of schools to the City.
- City ensures requests meet Operating Guidelines and advise ineligible applicants for options for rentals outside of the JUA

#### *Summer*

- City allocates available time slots to users in accordance with agreed allocation procedures and provides licenses to user groups.

#### *Fall*

- Facility use season begins.

### Cancellations by User Groups

- User groups are required to provide 16 days notice of cancellation of booking dates.
- Fees will be refunded for any cancellations meeting the timeline.
- There will be no refund for no-shows or cancellations with less than 16 days notice.

## LOG-IN PROCESS

- The custodian will 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 locked immediately after.
- If no group rep arrives within 15 minutes, the custodian will inform the participants that the activities will not be accommodated.
- The custodian and group rep of the user group will jointly inspect the booked area and both initial the “Initial Walk Through” box on the Log-In Sheet.
- 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 the custodian will enter “No Show” in the “Time In/Time Out” space.

## 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:

## 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.
- Acknowledge the authority of the staff person in charge of the facility.
- Complete the City of Edmonton incident report form for any behaviour disputes and/or damage to the facility and forward to Facility Bookings as soon as possible.
- Assume responsibility for payment for any damages.

The staff on site at the school is expected to:

- Treat user groups as guests in your 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 school district Incident Report Form for any poor behaviour and/or damage to the facility and forward to the school district rental/leasing office no later than the next operational day.

While facility staff does 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 Facility Bookings.



## INCIDENT REPORT

Supervisor to forward the completed report to The City of Edmonton by fax (577-3527) or email  
[\(\[gymbookings@edmonton.ca\]\(mailto:gymbookings@edmonton.ca\)\)](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 #:	

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## CONTACT INFORMATION FOR SCHOOL USER GROUPS

### City of Edmonton

Phone: 780-496-4999; Fax: 780-577-3527; [gymbookings@edmonton.ca](mailto:gymbookings@edmonton.ca)

### Joint Use Office

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