

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 800 – Facilities and Transportation

ADMINISTRATIVE PROCEDURE: USE OF SCHOOL FACILITIES

PROCEDURE CODE:	800 AP 002
Policy Reference: 800 – Facilities and Transportation	Exhibits: 800 E 001 – Application to Rent Facilities Form (Terms and Conditions) 800 E 002 – Joint Use Agreement 800 E 003 – Joint Use Supplemental Agreement

OPERATIONAL DIRECTIVE

The Board recognizes that school facilities are primarily intended for the education of students. However, when appropriate, community use is encouraged to complement existing community facilities that support educational, recreational, business or social activities.

PROCEDURES

1. The Medicine Hat Public School Division (MHPSD) will determine which school facilities will be available for use by the community and will make specific areas of school buildings and specific equipment available to responsible organizations for authorized purposes when such use will not conflict with school needs.
 - 1.1. Community use shall be administered and approved centrally by the Office of the Secretary Treasurer.
 - 1.2. MHPSD reserves the right to manage community use to ensure equity amongst users.
2. The primary purpose of school facility use is for the education of school students. The priority ranking for granting approval for other users is as follows:
 - 2.1. MHPSD schools.
 - 2.2. Programs administered/funded by Government of Alberta for students/families of MHPSD (e.g., Family and Community Support Services (FCSS) and Alberta Health Services).

- 2.3. Activities administered under the Joint Use Agreement.
- 2.4. Activities by Registered Groups where the majority of participants are youth residing within the community of Medicine Hat. *Application for use must be from the registered group, not individual team(s), nor individual members*
- 2.5. Activities by Registered Groups where the majority of participants are adults residing within the community of Medicine Hat. *Application for use must be from the registered group, not individual team(s), nor individual members*
- 2.6. Activities by post-secondary education institutions (e.g., colleges, universities, etc.). or sponsored by formal partners of MHPSD.
- 2.7. Private events
3. General Division Application to Rent School Facilities
 - 3.1. Applications to rent school facilities (except facilities included under the Joint-use Agreement - see Procedure No. 4) are to be submitted to the Secretary-Treasurer of the Board for approval. Applications must be accompanied by a deposit of at least 50% of the necessary fees which will be returned if application is denied. The remaining fees owing must be paid one week prior to booking date.
 - 3.2. Secretary Treasurer's department will check with applicable school administration to determine if facility is available prior to approving the application.
 - 3.3. If the application is approved, copies are forwarded to the school concerned, to the Custodial Supervisor and to the applicant.
 - 3.4. All applicants must agree to the 800 E 005: Facility Use Terms and Conditions
 - 3.5. Following the rental date, the Secretary Treasurer's department will confirm rental fees and forward billing for additional costs or return any refund to the applicant.
4. 800 E 002: Joint Use Agreement and 800 E 003: Joint Use Supplemental Agreement
 - 4.1. Applications to use school facilities included in the Joint Use Agreement are to be submitted to the Parks and Recreation Department, City of Medicine Hat, Facility Bookings, Medicine Hat, Alberta. The Parks and Recreation Department will determine whether the group qualifies under the Joint Use Agreement.
5. School-related Activities Application for Use of School Facilities on Regular School Days but After School Hours 800 E 003: Joint Use Supplemental Agreement
 - 5.1. Applications are to be submitted to the principal of the applicable school for approval.
 - 5.2. If application is approved, principal's office will forward copy to the Secretary Treasurer's department for information.
 - 5.3. Secretary Treasurer's department will notify Custodial Supervisor as a security precaution.
6. Fees - Community use results in additional operational and maintenance costs, which are relatively the same regardless of where the school is located in MHPSD. Community use groups are expected to offset additional operational and maintenance costs incurred by



MHPSD. Fees will consider operational and maintenance costs for providing the space.

7. Withdrawal of Approval

- 7.1. The use of school facilities by a group may be cancelled by MHPSD at any time if the privilege granted to a community user group is being abused.
- 7.2. Emergency closure of a school shall result in the cancellation of all scheduled community use activities.

RENTAL TIMES

Instructional Days: Monday through Friday inclusive from 6:30 p.m. to 10:30 p.m.

Non-Instructional Days: Saturday and Sunday from 7:00 a.m. to 10:00 p.m.

Approved: June 13, 2006

Revised: May 12, 2025

