



USE OF SCHOOL FACILITIES POLICY

CODE:	E.001
CATEGORY:	OPERATIONS
RESPONSIBILITY:	DIRECTOR OF EDUCATION
APPROVAL:	BOARD OF TRUSTEES
APPROVAL DATE:	AUGUST 2010
ISSUE DATE:	JULY 2010
NEXT REVIEW:	JULY 2015

General Policy

The use of school facilities shall be under the jurisdiction of the Principal, Community Director of Education and / or the Vice-Principal. Priority will be based on a first-come, first serve basis. Any disputes regarding the use of school facilities or time conflicts will have to be dealt with by the users. It is understandable that certain situations warrant a quick response from the school facility authorities; however, those wanting to use the school should give significant notice to the above mentioned authorities.

Criteria for Use of School Facilities

It is recognized that departments and community groups will be in need of using the facilities of the school from time to time, especially the gymnasium. No charges will be made, or contributions requested, for use by the following groups:

- a. School sanctioned extracurricular activities;
- b. First Nation Recreation Department; and
- c. Funeral services.

The following groups will be charged an upfront fee of \$500 / day for use of school facilities:

- a. First Nation;
- b. Innu Nation; and
- c. External groups.

All parties are encouraged and may be required to use the school facilities after 3:00 pm. It is the direction of Mamu Tshishkutamashutau Board of Trustees to have the school facilities available for use by the children during the school day.

Mamu Tshishkutamashutau Responsibilities

Responsibilities of MTIE include:

- a. Provide a safe, clean environment to the user.
- b. Provide equipment to the user if necessary and under the discretion of the school administration. Equipment may also include janitorial equipment to clean the facility.
- c. Provide the user with significant notice, when possible, of cancellation of school facility usage.

School Facility User Responsibilities

Responsibilities of the user:

- a. Ensure that all participants abide by school rules and policies, included but not limited to:
 - i. No smoking on school grounds;
 - ii. Taking care when using hazardous materials or equipment;
 - iii. Take responsibility for any injuries or concerns that arise during the use of the school facility;
 - iv. Ensuring that all entrances and exits are locked.
- b. Ensuring that the facility is in the same condition when leaving (all equipment and materials are put back, facility or room is clean and safe for use the next day).

Mamu Tshishkutamashutau Rights

MTIE has the right to cancel or deny the use of school facilities. Disputes over any such matters will be worked out among the authorities at the school and the user parties involved. MTIE has the right to charge the department or individual if the above User Responsibilities are not met.



MTIE SCHOOLS FACILITIES USAGE CONTRACT

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User Signature

Department/Organization

Administration Signature