

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
Community Use of Divisional Buildings and Facilities	KFB

I. POLICY

The Louis Riel School Board supports the provision by the Province of Manitoba of public school facilities for educational, recreational, social and cultural programs during school hours and at times outside the regular instructional day.

The Board also values partnerships with members of the greater community and therefore supports access to public school facilities for employee- and community-based activities, with the exception of activities that entail personal or commercial gain.

The Board's policy on community use of school buildings articulates guidelines for use of those buildings in keeping with the principle of responsible stewardship of divisional resources.

II. GUIDELINES

The Division reserves the right to deny applications for permits involving activities it deems as inappropriate to a public school or divisional facility.

Appendix A – *Recommended Guidelines for Use of Divisional Facilities* governs the use of divisional buildings and facilities and receives annual review by the Facilities Department, which forwards any recommendations for its amendment to the Board for approval.

III. PROCEDURES

1. Application forms for use of divisional buildings and facilities are available at the Board Office of the Louis Riel School Division. Completed applications should be forwarded to

The Louis Riel School Division Board Office
900 St. Mary's Road, Winnipeg, Manitoba R2M 3R3
Facilities Department – Permits Clerk

2. Applications shall be forwarded at least ten (10) days in advance of the requested function and accompanied by the rental fee (if applicable).
3. All applicants must sign the Division's Permit Responsibility and Obligation Release Form.

Adopted:	<i>Adopted – June 21 '05</i>	Legal References:
Revised:		