



2011 / 2012 School Season
PROCEDURES FOR SCHEDULING
HALIFAX REGIONAL SCHOOL BOARD FACILITIES

The Halifax Regional School Board will provide the citizens of the Halifax Regional Municipality with access to School Board Facilities.

The Halifax Regional School Board will encourage and support the use of its facilities outside of normal instructional hours, including weekends and holidays, provided facilities are used on a cost recovery basis.

GENERAL:

All activities for **after hours** school use must be booked through the Facility Scheduling Office with Halifax Regional Municipality.

Applications for use must be renewed each year.

There shall be **no third party sub-leases** of Halifax Regional School Board Facilities.

ALCOHOL RELATED EVENTS ARE NOT PERMITTED IN HRSB SCHOOL FACILITIES.

Clients are responsible for ensuring full compliance with the Halifax Regional School Board's **Tobacco-free** schools and workplaces policy, which prohibits tobacco use on or within 4 metres of school properties.

Churches may book schools for weekend church services throughout the entire year.

Groups and/or individuals using the Halifax Regional School Board Facilities shall **confine their activities to the area(s) designated** and the associated corridors, entrances and washrooms.

The applicant is responsible for **reimbursing** the Halifax Regional School Board **for any damage** arising from the applicant's use of the facilities if they are found to be responsible for the damage.

Floor hockey is NOT permitted in HRSB School Gyms.

Adult supervision of all activities must be fully assumed by the organization authorized to use the facilities.

Groups are asked to respect individual school policies regarding **nut-free and scent-free** environments.

The Halifax Regional School Board **reserves the right to cancel any facility rental due to unforeseen circumstances** (i.e floods, broken pipes, power outages, snowstorms) without advance notice.

Please note that the **Rooms/Spaces available for rentals may vary according to each individual school.** Not all clients will have access to the same type of space in each School.

APPLICATION FORM:

All community after-hours rentals are scheduled by the Halifax Regional Municipality's Facility Scheduling Office. The Facility Rental Application is completed when a community group is scheduling time in a school for any after-hours activity. The information provided is entered into our Class Scheduling System. All information requested is to be provided. **Failure to comply will result in scheduling delays.**

ORGANIZATION CONTACT INFORMATION:

To simplify our records, it is requested that for each organization one person be listed as the main contact. However, if an alternate is available please provide that information as well. We will require full mailing addresses, phone numbers, fax numbers and e-mail addresses.

SCHOOL REQUESTED:

If you are requesting space for the first time, please indicate a first, second and third choice. If you are a regular/historic user of our facilities, please indicate which schools you would like to retain.

'ZERO GROWTH':

Please be aware that available rental space in most schools is limited. **Groups should not expect to be able to expand their allotment of rental space unless there has been a reduction in the current number of clients and their requirements.** We will endeavour to accommodate our clients wherever and whenever possible.

LEAD TIME NEEDED FOR BOOKINGS:

New requests and/or one time bookings must allow five (5) business days for processing. Existing bookings/regular clients must allow 3 business days for processing.

DATE(S) AND TIME REQUESTED:

Please indicate the first and last dates on which the activity will be held. **Do not use September 1st to June 30th (block book your time).** Please ensure that each date listed is consistent with the day of the week. Please do not list dates that are not required. If a booking involves one day each month, use specific dates, **not** "third Thursday of each Month".

School Events, Holidays and Province-Wide In-services will automatically be excluded.

Enter the time of day that the group wishes for the rental. Fees are assessed based on the amount of time booked for the activity. The guidelines allow for 10 minutes for the group to enter the building prior to the activity and 10 minutes to vacate the building after the activity. The booking time is the amount of time the group has access to their gymnasium or room(s) for the activity.

All activities shall end by 10:00 pm on weekdays where the custodial shift ends at 12 midnight, unless special permission has been received to extend the booking time. Where the custodial shift ends at an earlier time, groups must be out of the building ½ hour before the building closes.

If groups are **requesting time during the weekend**, we require a **minimum of two weeks notice** or groups will **not** be accommodated.

"Holding" of Space:

The holding of rental time/space will not be permitted due to the high volume of rental requests and the demands for rental space. If non-use is determined through internal reporting procedures that a client is not utilizing a scheduled rental time, the time in question will be taken back by HRM and will be scheduled as deemed appropriate.

INSURANCE:

1. The Halifax Regional School Board does not provide any insurance coverage for renters. Clients should be aware of the risks of not having individual insurance coverage should they be injured or incur any kind of loss and/or damage.
2. Clients renting space in a Halifax Regional School Board Facility are jointly and severally liable to the Board for any damage caused to school property by their use of the premises.
3. The Board is not liable for any injury, loss or damage to any member of the group by any cause whatsoever during their use of the premises except such caused solely by the negligence of the board.
4. It is the responsibility of the client signing the contract to ensure that this information is communicated to their members/participants.

PURPOSE AND/OR ACTIVITY:

Please indicate the type of activity. **If the activity is being booked for a sport team, please specify if it is a Practice or Game.**

PARTICIPANTS:

Always indicate the number of participants expected and their age range. **You must also indicate whether your group/organization is registered as NOT-FOR-PROFIT. Your Registration number must be quoted on the Facility Application Form.**

EQUIPMENT REQUESTED:

IT IS IMPORTANT TO NOTE THAT YOU ARE RENTING 'SPACE' ONLY.

Storage Space and Equipment (ie poles, nets, mats, etc.) is not provided with your booking. Shower Facilities are also not available for use with your booking. Table and/or chair requirements **may** be arranged for upon contract confirmation depending upon the facility you are scheduling. This is not a given. Please refer any inquiries to your Facility Scheduler.

****Please note: Any damages to or misuse of stationary school equipment (i.e. basketball nets and standards, volleyball nets and standards, etc.) will be the responsibility of the client.**

INDOOR FOOTWEAR:

All participants in all schools must bring indoor footwear to wear in the gymnasiums. This includes, but is not limited to Cadet boots, cleats, winter boots, etc. No outdoor footwear is to be worn in any HRSB gym. No exceptions.

CANCELLATIONS:

All clients must provide the Facility Scheduling Office with a minimum of SEVEN (7) BUSINESS DAYS notice to cancel a regular weekday booking, or to cancel a weekend event.

If you are unable to meet this guideline, a minimum four (4) hour rental rate will apply.

Schools are required to provide a minimum of two weeks notice for the cancellation of previously booked activities due to unscheduled school use.

If the school is closed during the day due to inclement weather or other unforeseen circumstances, all evening activities held in the school shall be cancelled. Accounts will be credited by month's end.

Facilities may be made available on a VERY limited basis during the Christmas Holidays, March Break and Summer Vacation. Contact your Facility Scheduling Office to find out what opportunities may be available and the associated deadlines, costs, etc.

BOOKING PRIORITIES:

Schools have priority, but must provide two weeks notice for a cancellation of a regularly scheduled group. One-time events will be given special consideration.

UNACCEPTABLE FACILITY RENTAL CLIENTS:

In the event problems occur with a group, please inform the Facility Scheduling Office in writing within 48 hours of the incident so that the problem may be rectified or the group cancelled.

Three Warnings will be levied:

1. Phone call with a follow up e-mail/letter.
2. Loss of rental for two (2) consecutive weeks
3. Letter from the Halifax Regional School Board confirming immediate and permanent loss of rental space.

FEES:

Please see the Fee Schedule enclosed. Prices are shown with HST included in the cost. **Please note that, depending on the nature and/or size of your event, additional custodial fees may apply.**

RENTAL FEES - PAYMENT AND COLLECTION

Please see the Fee Schedule enclosed with your package. Prices shown are HST included.

Also, **depending on the nature and/or size of your event, additional custodial fees may apply.**

****All Clients are required to review their Rental Contract and to pay the total amount owing on their contract(s) up front and in full at the same time that they pick up and sign for their contracts (s) at the beginning of the season - minimum of five (5) business days prior to the start date of your rental.**

Please note that under certain circumstances, the option of a payment plan may be available.

If approved for a payment plan, a down payment is required to initiate said plan. This amount will be the first scheduled payment, as outlined in the payment schedule listed in Section V of Facility Rental Contracts.

Any required adjustments will be made during the season and the client's account balance will reflect these adjustments at season end. At that time there may be a credit on the client's account. That credit may be put towards the next season's facility usage or the client may request a refund in the form of a cheque. If the client has monies owing to the Halifax Regional Municipality, they will be notified of that amount. At any time during the season, clients may request an update on the status of their account.

IT IS THE RESPONSIBILITY OF THE CLIENT TO KEEP THEIR OWN ACCURATE RECORDS OF SCHEDULING TRANSACTIONS FOR REFERENCE PURPOSES. This would include the following:

- . Season Contracts
- . Amendments
- . Additional Requests
- . Cancellations

Clients must ensure that their account balance remains up to date with no outstanding monies.
Any accounts found to be in arrears will result in your account being frozen.
You will lose your booking privileges and historical use of facilities immediately.

AFTER HOURS/EMERGENCY CONTACT NUMBER:

The Halifax Regional School Board has provided an **After Hours/Emergency Contact Number** for your convenience.

If there is a problem of an operational nature, please **call 442-2476.**

FIRE POLICY:

******For after hours clients when/where applicable, please refer to separate document.***

May 10, 2011 / amw