

HALIFAX REGIONAL CENTRE FOR EDUCATION (HRCE) PROCEDURES FOR SCHEDULING HRCE SCHOOLS

1) LEAD TIME REQUIRED for BOOKINGS

Monday to Friday: Allow five (5) business days, excluding holidays, to process bookings.

Weekend: Allow twelve (12) business days, excluding holidays, to process bookings.

2) APPLICATION FORM

All after-hours rentals are scheduled by HRM's Facility Scheduling Office. Applications for Use must be submitted each year.

3) CLIENT INFORMATION FORM

This must be submitted along with the Application for Use form in order for a request to be processed.

Indicate the number of participants and their age range. All people associated with a rental group are the responsibility of the designated group leaders/coaches.

Indicate whether your organization is registered as a Not for Profit/Charitable Organization. The Registration number must be quoted on the Facility Application Form.

Indicate the type of activity. If the activity is being booked for a sport team, specify if it is a practice or a game.

Third party sub-leases of HRCE facilities are not permitted.

4) DATE(S) and TIME REQUESTED

For multiple date events, indicate all dates including the first and last dates on which the activity will be held. Ensure that each date listed is consistent with the day of the week. 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". Religious groups may book weekend service for the entire year (P-3 Schools are not available).

School Events, Holidays and Province-Wide In-service days are excluded from bookings.

Enter the time of day that the group seeks for the booking. Fees are assessed based on the amount of time booked for the activity. The booking time is the amount of time the group has access to their gymnasium or room(s) for the activity. After hour use of the school begins at 6:00 pm.

5) UNUSED SPACE

The holding of unused rental time/space by organizations is not permitted due to the demands for rental space. Organizations will be required to provide a list of team/league schedules per facility being booked to them to confirm use. If it is determined that an organization is not using a rental time, the booking will be cancelled and the time may be rescheduled by HRM to another user.

6) CANCELLATIONS

All organizations must provide the Facility Scheduling Office with a minimum of SEVEN (7) BUSINESS DAYS notice, excluding holidays, to cancel a weekend event; minimum of three (3) BUSINESS DAYS to cancel a week day event. If you are unable to meet this guideline, a minimum four (4) hour rental rate will apply.

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

7) INCLEMENT WEATHER/STORM CANCELLATION PROCEDURE

If the school is closed during a school day due to inclement weather or other unforeseen circumstances, all evening activities will automatically be cancelled during the evening.

If a school is open to students during the day, HRCE will notify HRM staff no later than 3pm where reasonable

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to do so if the school will be closed during the evening.

In the case of a significant weather event on the weekend, the organization has the option to cancel their weekend booking by calling the HRCE after hour number **[902-442-2476]** a minimum of 2 hours prior to their scheduled start time. Accounts affected by the above cancellations will be credited by month's end. In the case of HRCE closing schools on a weekend, HRCE will notify the public using Twitter/text message no later than 6am.

8) ACCESS

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. Groups and/or individuals will be permitted to enter the building when the designated leader arrives, only using the main doors or the door that is designated for use at the time of booking.

The remainder of the school building is considered out of bounds.

9) EQUIPMENT REQUESTS

It is important to note that Facility Rental contracts are for "space" only, and does not include use of showers, kitchens, instructional supplies, storage, WI FI, equipment (i.e. mats, projectors, smart boards, AV equipment, computers, etc.)

Table and/or chair requirements *may* be arranged depending upon the facility you are scheduling. Refer any inquiries to your Facility Scheduler. For events requiring grouped seating, chairs must be set up in 'ganged' rows by Custodial staff; additional charges will apply.

Furniture (tables, chairs, benches, etc.) set up by groups for their use are to be put back where the rental group found them by the client prior to leaving the building. Groups must use a portion of their rental time to put the items away; not the time of the group that is coming in after them.

Users will be held responsible for damage to, or misuse of, stationary school equipment (i.e. basketball nets and standards, volleyball nets and standards, etc.).

Proper indoor equipment (baseballs, softballs, lacrosse balls, sticks, etc.) must be used by groups when using the gym space. No outdoor equipment is to be used in the gyms.

10) APPROPRIATE USE OF SPACE

Organizations and/or individuals using the Halifax Regional Centre for Education facilities shall confine their activities to the area(s) designated and the associated corridors, entrances and washrooms.

Adult supervision of all activities must be fully assumed by the organization authorized to use the facilities. Note that the rooms/spaces available for rentals may vary according to each individual school. HRM staff will allocate space according to the intended use/design of the space. No stage use is permitted.

Food, pop, juice or coffee/tea is not permitted in the gym, locker rooms, stage area, etc. Water is permitted.

Alcohol related events are not permitted in Halifax Regional Centre for Education facilities by community organizations.

Organizations are responsible for ensuring full compliance with the Halifax Centre for Education's tobacco-free schools and workplaces policy A.006, which prohibits tobacco use on or within 4 metres of school properties. This policy is available to view on the HRSB web site.

Organizations must respect individual school notices regarding nut-free and scent-free environments. Policy C.012 is available to view on the HRCE web site.

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All participants AND spectators in all schools must bring **indoor footwear to wear in the gymnasiums**. No outdoor footwear is to be worn in any Halifax Regional Centre for Education gym. This includes, but is not limited to, Cadet Boots, Oxford Shoes, cleats, winter boots, etc. There are no exceptions.

11) INSURANCE

The HRCE does not provide any insurance coverage for renters. Organizations 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.

Organizations renting space in HRCE facilities are jointly and severally liable for any damage caused to school property by their use of the premises.

The HRCE 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 HRCE.

It is the responsibility of the organization signing the contract to ensure that this information is communicated to their members/participants.

12) RENTAL FEES - PAYMENT and COLLECTION

Refer to Facility Rental Fees enclosed with your package for more detail.

Any required adjustments will be made during the season and the organization's account balance will reflect these adjustments at season end. At that time there may be a credit on the account. That credit may be put towards the next season's facility usage or a refund may be requested in the form of a cheque. If monies are owing to the HRM Facility Scheduling Office you will be notified of the amount. At any time during the season, a request for an update on the status of your account may be made.

It is the responsibility of the client to keep their own accurate records of scheduling transactions for reference purposes. This would include the following:

- Contracts
- Amendments
- Additional Requests
- Cancellations

Clients must ensure that their account balance remains up to date with no outstanding monies owing. Any accounts found to be in arrears will result in loss of booking privileges.

13) HRCE AFTER HOURS CONTACT

Custodial staff is scheduled to be on site during all events. If there is a problem of an operational nature or access to the facility is not provided, call the HRCE Emergency after hour maintenance number, **902-442-2476**.

14) FIRE SAFETY PLAN

For after-hours clients, refer to the Fire Safety Plan – After Hours Use of School Buildings document. Ensure your organization and the designated person in charge of this event is familiar with this document.

All organizations **MUST** have and carry their own First Aid Kit.

15) UNACCEPTABLE BEHAVIOUR

Failure to comply with these booking procedures and contract requirements may result in dismissal from the facility, cancellation of the rental contract and loss of future rental privileges.

Where HRM Facility Scheduling Office is advised of incidents of unacceptable behaviour associated with a booking, staff will investigate. When a response to unacceptable behaviour is deemed necessary, HRM staff will contact the group by phone and a follow up e-mail/letter.

Consequences may include loss of rental for two (2) consecutive weeks, or written communication confirming immediate and permanent loss of rental space._