

Purpose/Background

The conditional use of Rocky View School's (RVS) lands, parking lots, and play fields by local community groups for approved purposes may be provided in accordance with Board Policy 22: Community Use of School Facilities and Equipment. The temporary and conditional use of any of these areas may be granted at the sole discretion of RVS upon review of each applicant's full disclosure of the intended use. No use or activity will be granted or condoned that is contrary to the safety and well-being of RVS' students, employees, parents, trustees, contractors, volunteers, and visitors.

Due to joint use agreements with the applicable municipalities, this procedure does not apply to the booking of sports fields at any school properties in Airdrie, Chestermere, or Cochrane, however, parking lots in these communities may be booked for special events.

DEFINITIONS

Booking Agent	Designated by the School Division and responsible to reserve (book) the school division facilities and lands. Acting as a facilitator and contact when outside groups would like to use RVS' indoor and/or outdoor spaces.
School-Sponsored Activity	A non-profit activity that is sponsored by the school and directly related to the operations of the school, including extra-curricular, fund raising and charity events.
Registered Group	Applies to non-profit organizations that are registered as a society in the province of Alberta and who have been approved as such by RVS after completing RVS Form AF5025-B Application for Registered Group Status. <i>*Application for use must be from the registered group, not individual team(s), nor individual members*</i>
Private Group	A non-profit group intending to use RVS Facilities for personal or private events or functions.
Profit-Making Group	Any group whose intention is to make a profit.
Outdoor Spaces	Refers to fields, parking areas, and all outdoor spaces owned and managed by RVS.

Procedures

1. Applications to use RVS' outdoor spaces must be made in writing to the Booking Agent. At least 10 business days before the requested date of use.
2. The application, AF5014 Community Use of Outdoor Spaces, must disclose the nature of the intended use.
3. By signing form AF5014, the applicant agrees to the payment of fees and charges (see Appendix A).
4. By signing this form, the applicant agrees that they have read and understood and will abide by all terms and conditions of use as posted on RVS' website or as directed by the Booking Agent.

5. The applicant understands that they are responsible to obtain and pay for all licensing for music played during the function. For additional information on Socan and Re:Sound Licensing visit www.socan.com and www.resound.ca.
6. If approved, the use of the space(s) must conform to the following conditions of use:
 - 6.1. Pre-approval (in writing) is required for the following:
 - a. Porta-potties (note: they must be placed in RVS-designated locations);
 - b. Sale of merchandise (including food on-site or from food trucks);
 - c. RVS equipment;
 - 6.2. The following is not permitted on Rocky View Schools sites:
 - d. Consumption or serving of alcohol and/or cannabis;
 - e. Smoking;
 - f. Use of barbeques;
 - g. Pets or animals of any kind;
 - h. Driving or parking vehicles outside of RVS-designated parking areas; and
 - i. Overnight camping.
 - 6.3. Approved users of RVS' Outdoor Spaces are responsible for the conduct of all members of the group as well as being aware of the need and requirement to reasonably avoid negative impacts to the surrounding neighborhood;
 - 6.4. Approved users are only permitted to use the RVS Outdoor Spaces indicated on the application form during the times designated;
 - 6.5. Approved users will ensure arrangements are made, at their cost, for the provision of safe recycling, waste, and garbage disposal.
 - 6.6. Users of RVS' Outdoor Spaces will be responsible for any damage and extra charges for garbage pick-up or other costs incurred by RVS.
 - 6.7. Deposits, as outlined in the Administrative Procedure, will be required at the time of booking. The deposit must be at the time of booking. If any costs are incurred by RVS, the deposit will be used towards offsetting the costs (including a \$50 administration fee). If any balance remains it will be returned in due course. If the deposit does not cover the costs incurred, the undersigned will pay any deficiency to RVS upon demand as a just debt owing. All additional charges will be made payable to RVS within twenty (20) days of the receipt of an invoice.
 - 6.8. RVS reserves the right to terminate the agreement at the cost to the user if, in its sole discretion, RVS believes the use is contrary to any of the above conditions.
 - 6.9. The undersigned agrees to pay all fees and charges at the time of application.

References:

- Board Policy 22: Community Use of School Facilities and Equipment
- AF5014-A Community Use of Outdoor Spaces
- AP5025 Community Use of School Facilities and Equipment
- AF5025-B Application for Registered Community Group Status
- AP162 Smoke Free School Division
- AP169 Trespassing and Loitering in Schools
- AP163 Serving and Consumption of Alcoholic Beverages



APPENDIX A – FEES AND CHARGES

1.1. Rental Fees

	Outdoor Event Fees* Fields/Parking Lots	Artificial Turf
Approved User		
Registered Group Youth Oriented	\$10/hr	\$100/hr
Registered Organization Adult Oriented	\$20/hr	\$125/hr
Private Group	\$30/hr	\$150/hr
Profit-Making Groups	No rental allowed	No rental allowed
Event Insurance	\$20 per booking and \$80 per rental agreement with five or more rental events booked on the one agreement.	\$20 per booking and \$80 per rental agreement with five or more rental events booked on the one agreement.

* GST will be added to all applicable fees. If repairs or clean-up required, groups will be charged 100% of costs incurred plus a \$50 administrative fee. If a gate key is required, there will be a \$100 Deposit.