

# **Regina Catholic School Division**

## **Facility Guidelines 2022-2023**

As a publicly funded organization and supporter of youth and community programs, Regina Catholic School Division is prepared to make its property and facilities available for use by community or not-for-profit organizations and by partners in education on a regular or intermittent basis provided the rental activity does not negatively impact upon the primary purpose of the Division's facilities – the education of students. High priority will be given to youth-oriented groups while lower priority will apply to adult-oriented groups, as outlined in the joint use agreement between the City of Regina and the Catholic School Division.

Rental is charged as per Division approved rates. In general, the Board will not rent facilities to commercial, profit-oriented entities or individuals for private social parties or functions.

Permits are issued by the City of Regina and in accordance with regulations and a fee schedule set by Regina Catholic School Division. However, since the requests for the rental of School Division facilities vary widely in nature, Regina Catholic School Division grants to the Controller of Plant and Accommodation Services limited discretionary power in dealing with unusual circumstances where the regulations may not apply.

**LIABILITY:** The renter shall protect, indemnify, and hold harmless Regina Catholic School Division from and against any and all claims and expenses in connection with:

- any loss or damage to person or property arising out of the use of the premises by the renter or any third party allowed by the renter to enter the premises; and
- Regina Catholic School Division shall not be liable or in any way responsible to the renter in respect of any injury, loss or damage to persons or property occurring on the premises to the renter or any other person however caused except to the extent of the Regina Catholic School Division actual insurance recoveries in respect thereto; and
- the renter agrees not to do, or permit to be done, upon the rented premises, anything which may make void or voidable any insurance on the building against fire or other risk or casualty usually insured against or which may cause any additional or increased insurance premiums become payable by reason of the renters failing to comply with this subsection the renter will pay to Regina Catholic School Division the amount of such increase in insurance premiums.
- The renter shall be responsible for any insurance of the renters' property or the property of others stored within a Regina Catholic School Division.

Insurance: the renter shall maintain general liability insurance in an amount not less than \$2,000,000.

Regina Catholic School Division will endeavour to provide quality rental service to parties using school facilities. Caretaking service will be provided and charged as required. Temperature and ventilation will be regulated to suit the needs of the users. In return, Regina Catholic School Division expects that users will take good care of the buildings, will provide supervision of those who use it, and will not make unreasonable demands upon the caretaker. Regina Catholic School Division welcomes suggestions for improvement of its rental services.

## APPLICATION FOR USE OF FACILITIES

Authority to make schools available for use outside school hours (after 6:00 pm) is vested in the Controller of Plant and Accommodation Services. All matters related to rentals should be directed to Central Scheduling at the City of Regina as an initial point of contact.

1. Applications for the use of all buildings shall be made in writing on approved forms to Central Scheduling, City of Regina, P.O. Box 1790, Regina, SK S4P 3C8. [www.regina.ca](http://www.regina.ca) Phone 777-7529; Fax 777-6826. Approval of all applications must be confirmed with Central Scheduling.
2. Applications must be made at least one week in advance of the rental date.
3. Applications for all rentals should be signed by a person 18 years of age or older, who personally or on behalf of the organization undertakes to pay the required rental fee and to abide by the rental regulations of Regina Catholic School Division.
4. **Applications may be cancelled by the applicant up to 7 business days before the rental time without penalty. If, however, a rental is cancelled during the last 7 business days before the rental time, the applicant is expected to pay the incurred expenses.**
5. Regina Catholic School Division reserves the right to refuse any application for the use of school buildings or school grounds.
6. Rental fees are due and payable upon receipt of invoice unless arrangements have been made for monthly billing of accounts. However, an applicant whose credit has not been established may be required to pay the fee in advance. **Accounts more than 60 days overdue will have current permits cancelled and forfeit future rental privileges.**
7. **Regina Catholic School Division does not allow provide functions such as team parties, weddings, anniversaries, birthdays, etc.**

## PERMITS:

Where members of staff organizations wish to make use of the gymnasiums, auditoriums and waiting rooms, they are expected to make arrangements with Central Scheduling so there may be no conflict with other rentals. All activities within the school must be covered by a rental permit.

1. Permits authorizing the applicant to use school buildings will be issued by Central Scheduling.
2. Permits are valid only on the dates and for the time shown on the permit, and apply only to the space referred to on the permit.
3. Regina Catholic School Division may cancel or revoke a permit any time it has been established that rental regulations have been violated by the renting party.
4. Permits are issued with the understanding that the needs of the school take priority over the needs of renting parties. If the school should require the building for unforeseen circumstances, Central Scheduling, in consultation with the School Administrator, may change or cancel the permit to accommodate the needs of the school. In cases of cancellation, Regina Catholic School Division shall not be liable for claims by the renting party for damages or reimbursement on account of loss or expense.
5. Permits are issued with the understanding that the applicant shall assume full responsibility for payment of all rental and caretaking and for damage beyond normal wear that may result from the use of the building.
6. Seasonal permits covering regular weekly or monthly rentals throughout the year will be issued as early in September as possible after the principal has determined the school's programming of the building.
7. Permits may be issued to organizations planning to sell admission tickets only on condition that City of Regina or provincial regulations governing such tickets sales and taxes thereon have been observed. All uses of this type must receive prior approval. Failure to do so will lead to a revoking of the permit.

## SUPERVISION:

1. Supervision of all activities is required in the areas occupied during the rental period. This includes but not limited to areas such as entranceways, commons areas and any other part of the school open to the public. The provision of such supervision is a condition of granting permission to use the school.
2. Supervision must be provided by the rental party and the supervisor must be 18 years of age or older.
3. A caretaker will be on duty at times during rentals as arranged by permit, will have general responsibility over the use of the school, and will ensure that everything has been arranged for the convenience of the user and that the building and its facilities are not damaged by the user.
4. The caretaker on duty or another adult designated by Regina Catholic School Division shall be in charge of the rented premises. The caretaker's instructions regarding the use and care of the building must be followed.
5. If it is necessary for a caretaker to be on duty during the use of the school outside of school hours for school sponsored activities, the principal shall arrange for an adequate number of educational staff members to provide the required supervision of students.
6. **In general, substitute caretakers shall be used and applicable rates paid by the renter when permanent caretaking staff are not on site. The only exception may be related to school activities. See #5 above.**
7. It is expected that the supervisors in charge of the activity for which the rental has been made will arrive on the premises before the activity begins. If the supervisor has not arrived 15 minutes after the rental is scheduled to begin, the caretaker has the authority to send the participants home.
8. It is strongly suggested that renting parties engage the services of the Canadian Corps of Commissionaires, or other acceptable security personnel, where control of participants may become a problem.

## SERVICES PROVIDED:

1. In general, school buildings may be rented between 6:00 pm and 10:00 pm on school days and between 8:00 am and 10:00 pm on weekends.
2. Rental times shall be stated on the permit. A caretaker, if provided will be on duty 30 minutes before the time stated on the permit and will have the space ready and the entrance door open to allow the users to come into the building. The caretaker will be on duty 30 minutes after the permit to clean up and lock up the building. **The closing time stated on the permit is the time by which the building is to be vacated. Persons staying beyond that time are expected to pay an additional rental fee to cover the extra costs incurred. Rental charges shall be based on time required for the caretaker and shall include preparation time before the rental and clean-up time following the rental.**
3. Heating and ventilating controls are regulated by the Division.
4. Storage facilities are not provided for materials owned or used by renting parties, and if storage of such items is permitted by the principal, Regina Catholic School Division assumes no responsibility for loss or damage.
5. School equipment shall not be used without prior authorization of the principal. Tables, chairs and other furniture shall not be moved from one area of the school to another without the approval of the principal.

## RENTAL CHARGES:

1. Rental fees are charged in accordance with a schedule set by Regina Catholic School Division. Central Scheduling has no authority to waive or reduce them. The Controller of Plant and Accommodation Services has limited authority in this regard.
2. The invoice total is the fee payable to Regina Catholic School Division if the permit conditions are met. If a user extends the rental beyond the specified time, an additional charge will be made.
3. Any charges made by the principal for the use of school equipment are payable to the principal. Any charges made by outside agencies that supply equipment or services are payable directly to those agencies.
4. **Rental accounts are payable to the Catholic Education Centre located at 2160 Cameron Street, Regina, SK S4T 2V6. Cheques issued in payment should be made payable to Regina Catholic School Division and must include the invoice number. Payment by e-transfer is also available, please see invoice for instructions.**
5. Rental fees are due and payable upon receipt of invoice unless arrangements have been made for monthly billing of accounts. However, an applicant whose credit has not been established may be required to pay the fee in advance. **Accounts more than 60 days overdue will have current permits cancelled and forfeit future rental privileges.**
6. Costs of commissionaires, police personnel, door-keepers, electricians, stage hands and the like, required by the user are an additional charge, and must be borne by the user.
7. **Caretaking charges will apply to all high school rentals on weekends and/or times when staff is not present.**

## EXPECTATION OF RENTERS:

1. Groups using the schools after school hours are expected to exercise care of the building and its equipment, to refrain from willful damage to walls by using pins or nails.
2. **No tape of any kind can be used on walls or floors.**
3. Suitable gym shoes must be worn for all gymnasium activities. Shoes which leave marks of any color on the gym floor must not be worn. Black rubber balls, outdoor softballs, baseballs, taped wooden hockey sticks and floor hockey are not permitted in school gymnasiums. The use of batting machines and bats are not permitted.
4. School premises are to be left tidy by the party renting the school. Waste materials are to be collected and placed in containers provided by the school.
5. The user is held responsible for breakage and damage beyond normal wear and tear. The caretaker shall inspect the premises, report to the Principal on any damage or improper use of facilities.
6. Seating in auditoriums is limited to the capacity specified by the Regina Fire Department. Aisles and doorways are to be kept clear and free of obstructions.



## RESTRICTIONS:

1. It is expected that the activities carried on by renters shall not be offensive to the school or community or be in conflict with the laws of the land or beliefs of the Regina Catholic School Division.
2. Smoking, the use of tobacco products, or vaping is not permitted in Regina Catholic School Division buildings or on school property at any time.
3. **Alcohol is not allowed in facilities or on the property of Regina Catholic School Division.**
4. Lighted candles are not permitted.
5. Paper decorations are permitted only in accordance with fire regulations.
6. Christmas trees may be placed only in locations approved by the Regina fire Department and the Controller of Plant and Accommodation Services. All Christmas trees must be artificial and flame-proof.
7. The caretaker or another adult designated by the Regina Catholic School Division shall be in charge of the rented premises. The caretaker's instructions regarding the use and care of the building must be followed.
8. No structure shall be erected by users in school buildings or on school property without the approval of the Controller of Plant and Accommodation Services. This includes inflatable or temporary accessories, games & devices.
9. The loading of electrical circuits beyond their rated capacity is forbidden. No electrical circuit or electrical controls shall be changed or modified.
10. Vehicle traffic on school grounds is prohibited except in approved parking areas. If, for the purposes of servicing the premises or making deliveries to school, a motor vehicle must enter school grounds, it shall be driven on school property only when adequate precautions are taken to ensure safety for anyone who may be in or near the path of the vehicle. Regina Catholic School authorizes the Regina Police Service to take appropriate action with anyone who contravenes the foregoing regulation.
11. **Dances open to the public at large are not permitted.** School dances are the responsibility of the school principal, and if permitted, are regarded as school activities conducted under school regulations.
12. The applicant will protect, indemnify, and save harmless Regina Catholic School Division from all claims for damages that may arise from damage to school property, injury to persons, evasion of taxation responsibilities, infringement of royalty rights and copyright, slander, sedition or subversion, or other such claims which may occur as a result of activities or programs during rentals.

13. The displaying of advertising related to the rental is forbidden on the school building or grounds.
14. Only qualified School Board personnel may use stage lighting.
15. Any use of the school's audio-visual equipment shall require the authorization of the principal.
16. **Regina Catholic School Division does not allow private functions such as team parties, weddings, anniversaries, birthdays, etc.**

## Schedule A – Rental charges are based on initial space.

Type of User	Elementary School		High Schools and All Other Facilities	
	School Calendar Days 6 – 10 pm	Non-School Days 8 am – 10 pm	School Calendar Days 6 – 10 pm	Non-School Days 8 am – 10 pm
<b>School Based Functions</b>				
Home & School mtgs.	No Charge	See Note 1	No Charge	See Notes 1/2
Parent Council	No Charge	See Note 1	No Charge	See Notes 1/2
School sponsored functions/activities	No charge	See Note 1	No charge	See Notes 1/2
<b>Partners in Education</b>				
RCSTA/STF/SSTA/CUPE	No Charge	See Note 2	No Charge	See Note 2
Ministry of Education	No Charge	See Note 2	No Charge	See Note 2
<b>Community (Non-Profit)</b>				
Community Association sponsored events	No Charge, joint use agreement	See Note 3	No Charge, joint use agreement	See Notes 2 - 4
Children's Leisure Services Activities City Sponsored	No Charge, joint use agreement	No Charge See Note 3	No Charge, joint use agreement	No Charge See Notes 2 - 4
Brownies, Guides, Sparks, Beavers, Cubs, etc.	No Charge		No Charge	
Church Youth Groups	No Charge	See Note 3	No Charge	See Notes 2 - 4
<b>Adult Groups (18 and over)</b>				
Adult Program	See Schedule B	See Schedule B	See Schedule B	See Schedule B
Minor Sports Associations	See Schedule B	See Schedule B	See Schedule B	See Schedule B
University of Regina	See Schedule B	See Schedule B	See Schedule B	See Schedule B
<b>Other</b>				
Church Groups	No Charge	See Note 3	No Charge	See Note 3
City of Regina, Community Services Site Rentals	Joint Use Agreement		Joint Use Agreement	
Outside User Groups	Schedule B		Schedule B	

# Hourly Rental Rates Fee Schedule

All rates are subject to GST

## Schedule B See Note #3

Location	September 2022	
	Elem.	H.S.
Classroom	\$25.00	\$25.00
Multi-purpose Room	\$30.00	\$30.00
Gyms	\$26.00	\$41.00
Caretaking	\$36.00 *St. Gabriel \$50.00 ONLY	

Rates effective September 1<sup>st</sup> of each year.

Elem. = Elementary Schools

H.S. = High Schools

**NOTE: All non-school day uses at high schools will be subject to a caretaking fee. The division no longer has weekend shifts and therefore must bring in personnel on weekends.**

\*Non-School days are when school is not in session. This includes weekends and the following breaks: **Summer, Christmas, Mid-term and Easter.**

### Notes:

1. The school Principal will decide which school, school related or partnership events will take place outside of normal school operating hours.
2. Except for school uses covered under Note 1, school division substitute caretakers shall be used and applicable hourly rate paid by the renter.
3. Rate is subject to change – caretaking charge may apply.
  - a. **Caretaking charges will apply to all high school rentals on weekends and/or times determined by Regina Catholic School Division.**
4. Minimum charges
  - a. There will be a 2-hour minimum rental charge.
  - b. There will be a 3-hour minimum charge when a substitute caretaker is required.

Updated July 2022

## CONDITIONS OF USE

1. All applications for use of school facilities must be in writing, signed by the applicant. Applications must be received a minimum of one (1) week prior to the commencement of the activity. Deadlines for bookings are: June 1 for September – December and October 15 for January – June.
2. All user groups must have a “permit for use of Regina Catholic School Division Facilities”. **Permits must be presented in order to gain entrance to the school.**
3. KEYS
  - a) A key or keys will be issued, if required, to a person assuming responsibility on behalf of the organization.
  - b) **All Elementary Schools charge a \$50.00 deposit for each key issued and will refund the deposit upon return of the key(s).**
  - c) Failure to return a key will result in an organization being responsible for all costs involved in re-keying locks and may result in loss of user privileges.
  - d) The user agrees that no duplicate keys will be made.
  - e) Keys will be available from the schools.
  - f) Organizations using a facility on a continuing basis will be issued a key just prior to first usage with the understanding that the key must be returned immediately following last usage or June 30, whichever occurs first.
4. Any changes to or cancellation of permitted school use by the user group requires **at least seven (7) days’ notice** to avoid the prescribed facility charge. It is the responsibility of the user group to contact the school, the Regina Catholic School Division and City Community Services Department – Central Scheduling.
5. Periodic pre-empting of permitted activities may occur due to school events.
6. The applicant shall assume all responsibility pertaining to licensing, taxation and all other obligations whatsoever arising out of the activity being conducted on school premises.
7. The user group shall conduct the activities on school premises in accordance with the laws of the Province of Saskatchewan and City of

Regina, fire, health and all other regulations related to the premises and any rules established by the Regina Catholic School Division.

a) In case of fire, call 911

b) In the event that the user group is unable to secure the facility call Impact Security (306) 550-8901.

8. The user group shall have a responsible adult or group of adults in charge and in attendance at every activity. They shall assume full responsibility of the orderly conduct of the activity. The responsible personal shall arrive at the school in sufficient time to arrange to access to the facilities and take charge of the activity participants and **must be over 18 years of age**.
9. The user group may not enter the school before or stay later than the times indicated on the permit. No activity shall extend beyond 10:00 pm, unless special written permission is first obtained from the Regina Catholic School Division. The user group shall be confined to the area(s) noted on the permit.
10. Any and all damages arising out of any activity shall be the sole responsibility of the applicant, who shall assume all costs associated with the incident as may be determined by the Regina Catholic School Board. Any such damages shall be reported by the responsible person to the Principal on the first business day following the use.
11. The user group will not sublet or part with possession of the permitted premises or assign or transfer any right, title or interest in the application and/or permit, in whole or in part.
12. Prior permission must be obtained to move any equipment onto the premises or property of the Regina Catholic School Division.
13. Only equipment indicated on permit when available shall be used by user group. (Nets and standards only, when requested, will be provided by the School.)
14. Only regulation indoor equipment and footwear, as approved by the Regina Catholic School Division, shall be allowed in school gymnasiums.
15. Only callisthenic type of exercises will be permitted for softball, soccer, football and other similar activities unless prior approval is granted.

16. The user group hereby agrees and obligates itself to save harmless and indemnify the Regina Catholic School Division and the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises. (NOTE: Insurance carried by the Regina Catholic School Division does not cover user groups. In the event the Regina Catholic School Division sustains any loss or damage for which the user group is responsible, the Board's insurers may claim reimbursement from the user group. Accordingly, it is advisable for the user group to purchase liability insurance covering the permitted activities.)
17. Smoking, tobacco or vaping products are **NOT ALLOWED** on Regina Catholic School Division premises or property at any time.
18. Alcoholic beverages are **NOT ALLOWED** on Regina Catholic School Division premises or property at any time.
19. These conditions do not exclude any additional rules or procedures that may be established by the principal of each school.
20. There shall be no vehicular traffic or parking on school grounds except where specifically provided.
21. The Regina Catholic School Division reserves the right to cancel any permit at any time and to refuse the use of its facilities for any reason it may deem sufficient.
22. **Invoices for use are due and payable when received.**

Regina Catholic School Division  
2160 Cameron Street  
Regina, SK S4T 2V6  
(306)791-7200

July 2022