



AP 7-104 – COMMUNITY USE OF SCHOOLS – FACILITY FEE SCHEDULE

CLASS 1 USERS

School facilities may be used rent free for the School or Division, Community, or Organized Non-profit based groups as listed below:

1. School or School Division Based events

Evening / weekend use booked by Schools / Western School Division.

Must be:

- organized within the schools or Division as part of curricular or extra-curricular activities,
- School based function or group. (i.e. Parent Advisory Council)

2. Community Based / Organized Group – Non-Profit

Evening / weekend use booked by Western School Division.

Must be:

Organized groups of a recreational, social or educational nature where the organization or the majority of participants are Western School Division residents. Priority is given to Youth based events.

Examples may include:

- Youth/Adult Sports Groups
- Educational Groups
- Youth and Community Service Groups
- Church Based Groups
- Charitable Organizations

CLASS 2 USERS

School facilities may be used based on a rental fee according to the facility used, for the group listed below:

3. Other / Private Group

Evening / weekend use booked by Western School Division.

Private group or limited membership in nature not included above.

- Commercial
- Political
- Private Use
- for Profit User



FACILITY FEE SCHEDULE

Rental		MCI	ÉMMS	ÉDT	MLS	MINN
Gymnasium	<i>evening</i>	\$100 minimum charge for first 3 hrs., & \$50/hr. for each additional hour				
	<i>Saturday/Sunday</i>	\$100 minimum charge for first 3 hrs., & \$50/hr. for each additional hour				
Learning Resource Centres <i>(require Principal authorization)</i> and Classrooms	<i>evening</i>	\$50 for first 3 hrs., & \$25/hr. thereafter n/a				
	<i>Saturday/Sunday</i>	\$50 for first 3 hrs., & \$25/hr. thereafter n/a n/a				
Multi-Purpose Rooms	<i>evening</i>	\$75 for first 3 hrs., & \$40/hr. thereafter n/a				
	<i>Saturday/Sunday</i>	\$75 for first 3 hrs., & \$40/hr. thereafter n/a n/a				
Technology rooms	<i>evening</i>	\$50 for first 3 hrs., & \$25/hr. thereafter .Classroom room rental, plus \$1.00 per hour, per computer station used. .Require at least 2 weeks' notice and authorization of Information Technology Director and the Principal. .There is a charge of \$40.00 flat rate, if Technology assistance is required for setup. n/a				
	<i>Saturday/Sunday</i>	same as above	n/a n/a			
Home Ec. Room (MCI or ÉDT)	<i>evening</i>	\$50 for first 3 hrs., & \$25/hr. thereafter n/a		\$50 for first 3 hrs., & \$25/hr. thereafter	n/a	n/a



				n/a		
	<i>Saturday/Sunday</i>	\$50 for first 3 hrs., & \$25/hr. thereafter n/a		\$50 for first 3 hrs., & \$25/hr. thereafter n/a	n/a	n/a
Recreation Room (ÉMMS basement)	<i>evening</i>	n/a	\$50 for first 3 hrs., & \$25/hr. thereafter		n/a	n/a
	<i>Saturday/Sunday</i>	n/a	\$50 for first 3 hrs., & \$25/hr. thereafter		n/a	n/a
Cafeteria (MCI basement; Room only, not kitchen)	<i>evening</i>	\$50 for first 3 hrs., & \$25/hr. thereafter	n/a		n/a	n/a
	<i>Saturday</i>	\$50 for first 3 hrs., & \$25/hr. thereafter	n/a		n/a	n/a
Custodial Costs			\$30.00 /hour for a minimum of 3 hours (& setup & breakdown)			
Coffee – 100 cup coffee urn			\$50.00 (includes cups & condiments)			

Revised: October, 2024

August 26, 2013