



## AP 7-103 – COMMUNITY USE OF SCHOOLS – EQUIPMENT AVAILABILITY AND USAGE

**All required equipment and services are to be listed on the facility requisition.**

Western School Division Facility Booking Procedure is available at [AP 7-105](#).

A Facility Requisition Form is available at [AP 7-106](#).

Staff of Western School Division requisition is available at [www.MySchoolBuilding.com](http://www.MySchoolBuilding.com).

### CURRENT LISTING OF AVAILABLE GYM EQUIPMENT

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Only the following Western School Division gym equipment will be provided upon request:

1. Volleyball nets, poles, only (not balls)
2. Badminton nets, poles, only (not racquets or birdies)
3. Basketball(s) & nets down
4. Playground Rubber Ball(s)
5. Bean Bags
6. Pylons
7. Skip ropes

Equipment excluded from the above list is not available for use.

Equipment used, but not supplied, by Western School Division must adhere to the following:

- . Footwear in gym areas must have non-marking soles.
- . Floor hockey sticks must be plastic tipped.
- . Floor hockey and soccer must provide their own nets.

### PROCEDURES FOR OPENING EQUIPMENT ROOMS AND SETTING OUT OF EQUIPMENT

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- . Only the custodian is allowed access to the equipment room when an outside group is using the gym.
- . When the outside group is finished with the equipment they are asked to leave it beside the equipment room door.
- . Equipment requirements must be on the facility requisition in order to use any of the above listed equipment.
- . If equipment usage changes, the user groups are encouraged to let the custodian know for the next week what equipment will be used and necessary to be set out.

### OTHER EQUIPMENT/SERVICES AVAILABLE

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#### Athletic Fields:

- . Divisional daytime use will be the responsibility of the school/custodian.
- . Scheduling of all evening Community use of athletic fields (ball diamonds & soccer fields) is booked and the responsibility of the Western School Division Office.

#### Audio / Visual:

- . TVs, Screens, VCR/DVD players, Overhead Projector (non digital)
- . Digital projectors are for Division use only.



- Community User groups may only access digital projectors at the discretion of the Administrator of that facility, with arrangements to be made directly.

#### Sound System:

- Microphones, speakers, soundboards, lighting, are for Division use only.
  - Community User groups may only access sound systems at the discretion of the Administrator of that facility, with arrangements to be made directly.

#### Cafeteria Services:

- The Cafeteria room is available for use.
- The use of the Cafeteria kitchen is for Division use only.
  - Community User groups and Division may only access the cafeteria kitchen with the direct supervision of the cafeteria manager (or designate), at the discretion of the administrator of that facility. Arrangements to be made directly with the cafeteria manager.
- Request for cafeteria services will be listed on the facility request.
  - This will include requests to provide coffee/snacks etc. for Divisional and Community Users, with cost recovery being the direct responsibility of the user group. (100 cup coffee urn including condiments \$50.00)

#### Computer / Technology Services:

- Computer rooms are for Division use only.
  - Community User groups may only access WSD computers at the discretion of the Administrator of that facility, with arrangements to be made through the Division Office in collaboration with the school and Technology Director.
  - Notification of technology/program requirements are to be made to the Technology Director at least 2 weeks prior to date.
  - Room rental will follow the same room rental as regular classroom rental, plus \$1.00 per hour per computer station used.
  - A \$40.00 technology setup fee will be charged to all non-Division users if alternate programs are required for setup.

#### Event Setup Requirements:

- All requirements are to be listed on facility request
  - Tables, number of chairs, furniture, extra garbage cans, bleachers, display boards, stage/risers, etc., or any of the above equipment/services.
  - Electrical extension cords will not be provided.
- Required usage is to take into account setup and breakdown times.
- Custodial staff will setup for Divisional use.
- Community User groups are responsible for their own setup and breakdown. Custodial staff will have requirements available as requested.

Reviewed: November 14, 2011