



AP 7-105 – COMMUNITY USE OF SCHOOLS – FACILITY USE BOOKING PROCEDURE

COMMUNITY USE OF SCHOOLS OUTSIDE OF REGULAR SCHOOL HOURS

In all cases the needs of the school programs take priority over outside users. At the same time, schools recognize the value of community based programs and shall endeavor to minimize disruption of these programs. Where there is no identifiable priority, an existing user may be given the priority over a new user.

1. School or Division Based events

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

Must be:

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

Complete schedule request for facilities through the web-based SchoolDude program at www.MySchoolBuilding.com. All required equipment and services are to be listed on the schedule request. All requisition applications must be made a minimum of 7 days prior to event.

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 majorities 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

Complete a Facility Requisition Form (AP 7-106) and contact Western School Division, Facility Manager at (204) 822-4448 or facilities@westernsd.mb.ca. Inform the Facility Manager of all equipment and services required.

All requisition applications must be made a minimum of 7 days prior to event.

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



Complete a Facility Requisition Form (AP 7-106) and contact Western School Division, Facility Manager at (204) 822-4448 or facilities@westernsd.mb.ca. Inform the Facility Manager of all equipment and services required.

All requisition applications must be made a minimum of 7 days prior to event.

A complete list of Classification and Prioritization of User Groups may be found in AP 7-101

A complete list of Availability of Facilities may be found in AP 7-102

A complete list of Equipment Availability and Services available may be found in AP 7-103

A complete list of Facility Fee Schedule may be found in AP 7-104

A Facility Requisition Form may be found in AP 7-106

Reviewed: August 26, 2013