



ARTICLE 3

Elementary School Administration Policies

SUBJECT: Community Use of School Building
ESA 3.00.01

Last revision: 3-May-24

ESA 3.18.00 Community Use of School Building

POLICY STATEMENT

The Chippewas of Nawash Unceded First Nation Board of Education supports the community use of the school building – Kikendaasogamig Elementary School – as a place where community members can stay active and gather to learn and participate in the activities of community-based organizations, with due regard for the protection and maintenance of school property.

REGULATION

The Board encourages the use of school facilities by the community, subject to the following conditions:

- a) The primary responsibility of the Board is to provide quality education to students. School day activities, extra-curricular activities and parent involvement activities organized or administered by the school or the Board have priority use of school space during and after regular hours.
- b) The Board reserves the right to deny any application if the conditions and responsibilities are not complied with.
- c) Smoking is prohibited within the school buildings and on school property. The use of tobacco offerings or sacred smoke (smudging) through the use of sage or sweet grass for Anishinaabe ceremonial purposes will be allowed.
- d) Activities involving the sale or consumption of alcohol are prohibited within the school buildings and on school property.
- e) Activities involving fireworks or other pyrotechnical devices are not permitted.
- f) Activities involving the discharge of use of weapons of any kind, are not permitted.
- g) Groups are to restrict their activity to the space rented. A Chippewas of Nawash employee or school employee, familiar with emergency and security procedures, must be on site for all activities. She/he is on duty for the care and protection of school property, not as a supervisor of an activity in progress.
- h) Requests for athletic equipment must be made in advance, and recorded on the application. NOTE: deflated, lost or not returned balls will have an automatic replacement charge at the current rate. Unless prior arrangements are made, caretakers are not authorized to provide access to equipment or facilities not listed on the application.
- i) The gymnasium and general purpose area are primarily intended for athletics and regulation footwear must be worn when used for recreational or athletic purposes. Winter footwear must be removed.

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- j) Use and access to the kitchen is prohibited.
- k) All groups shall have access to the main washroom in the foyer.
- l) Activities will be cancelled when school bus transportation is cancelled due to inclement weather, when the school was closed due to inclement weather and/or when a required staff person is ill and no replacement is available.
- m) The Board requires damage deposit fees/confirmation letter prior to the date(s) of use.
- n) The maximum number of hours for any rental arrangement shall not exceed 7 hours per day.
- o) Applications must be submitted to the Board a minimum of four (4) weeks in advance of an event.

Terms

The school building is NOT available, under any circumstances, during the following:

- All Band/Board Holidays
- All Statutory Holidays
- March Break
- Professional Development Days
- Summer months – July & August

Cancellations

Automatic cancellations are in effect when:

1. School buses are cancelled on instructional days.
2. 10 – 15 cm or more of snow is forecast Saturday or Sunday.
3. There is an emergency on site, including but not limited to loss of power, flooding, or the facility has been deemed unsafe by the Principal or the Board.
4. When a cancellation is being considered for reasons other than the ones listed herein, a final decision, in the best interest of all programs and membership (applicants, staff, children, etc.), will be made by the Board, in cooperation with the Principal or designate and the Education Administrator.
5. Insurance confirmation (applicable to organizations has not been provided/submitted to the Board by the start date of the event.

Insurance

1. The Board shall not be responsible for personal injury, damage or loss of property.
2. The application holder shall be responsible for the conduct and supervision of all persons admitted to the school building.

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3. The application holder must provide a certificate of insurance coverage containing a minimum of \$1 million in coverage and naming the Board as additional third party insured.
4. No use shall begin unless all required documents have been submitted to the Board.
5. The application holder accepts liability for all damages arising out of bodily injury sustained by persons under his/her charge and property damage done by persons under his/her charge or through the applicant's neglect.
6. The application holder waives all rights of action against the Board and agrees to indemnify the Board from any actions or causes of actions against the Board taken by any person under his/her control.
7. The application holder will assist with ensuring that the entrance is clear of snow and when icy conditions are present, that the area is appropriately sanded and salted.
8. The distribution of keys and the distribution of security codes are not permitted.
9. In order to ensure adequate security for the Board's facilities, a daily inspection is to be made before vacating the premises at the end of each session.

Schedule of Fees

Monday to Friday	
Gymnasium/main foyer	\$40/hour – Band programs \$50/hour – Other programs/groups \$225 for 4–7 (max) hours
Saturday and Sunday	
Gymnasium/main foyer	\$50/hour – Band programs \$60/hour – Other programs/groups \$250 for 4–7 (max) hours

REVISION HISTORY

Policy ESA 3.18.00		
New policy created:	Board motion #35-15; 04/15	May 11, 2015
Approved:	BCR # 453	September 28, 2015
Revised:	Board motion #16; 02/25	03-May-24
	BCR #371	05-Jul-24