



Use of Pretty River Academy Administrative Procedures

1. Introduction

Pretty River Academy endorses the use of its property, building and equipment ('facility') by community groups when it is not required for school use.

This document details the administrative procedures related to the implementation of the policy.

2. Administration

2.1 Pretty River Academy has the full right to refuse or revoke the use of its facility to any person or group.

2.2 The interpretation and administration of these regulations is the responsibility of Pretty River Academy.

3. Groups

3.1 Agreements may be issued to organizations or individuals on a priority basis at the sole discretion of Pretty River Academy.

3.2 The payment structure may vary according to the use and if the user is a commercial, for profit or a charitable, not for profit organization.

3.3 School sponsored activities will be given priority.

4. Operating Procedures

4.1 Regulations

- a. Rental agreements will not be issued when the use interferes with the regular school use as determined by the Principal;
- b. PRA maintains the right to cancel or alter any rental agreement and will attempt to provide notice of agreement changes;
- c. The rental agreement allows for no claim to compensation from PRA for any loss, damages or expenses resulting from the cancellation of a rental agreement;
- d. Failure or refusal by the agreement holder to adhere to the rental agreement may result in the cancellation and refusal to grant any further rental agreement, as well as any additional charges;

- e. Pretty River Academy is normally available for user groups after 6 pm and on weekends. Times are fully dependent upon school use. Use during the Christmas, March break and summer holidays may be available upon special request.

4.2 Responsibilities

- a. Designated Staff
 - i. Preparing for the user group by unlocking the required areas and turning on lights;
 - ii. Allowing the user group access to the building;
 - iii. Advising which rooms and equipment are available for use;
 - iv. Clean up following use by the group;
 - v. Securing the facilities and shutting off lights and alarming building;
 - vi. Reporting all damages and issues of misbehaviour arising from the group's use of the facility to the Principal.
- b. User Groups shall be responsible for the following:
 - i. Signing agreement by a responsible individual 25 years of age or older;
 - ii. Having a responsible individual 25 years of age or older in attendance at all times during use of the facility;
 - iii. Ensuring that all activities adhere to prevailing bylaws and that all necessary insurance, licenses and permits are obtained prior to use, and proof is provided;
 - iv. Ensuring that parking is only in designated areas. Fire routes and driveways shall not be blocked and failure to comply may result in ticketing and/or towing. Continued infractions may revoke the agreement;
 - v. Payment of any charges incurred by PRA as a result of improper use of the fire or security alarms;
 - vi. Confirming that the facilities are safe, fit and suitable for the permitted activity;
 - vii. Familiarizing their group with all emergency exits. User groups are not to obstruct aisles, hallways or exits. All fire and safety regulations shall be followed;
 - viii. Any and all personal injury, damage, loss or theft of clothing and or equipment;
 - ix. Supervising all persons admitted to the facilities during the rental period;
 - x. Wearing clean (never worn outside), dry and non-marking running shoes in the school gymnasium;
 - xi. Confining activities to the designated facilities as indicated on the agreement and immediate corridors and washrooms;
 - xii. Abiding with PRA no smoking policies. Smoking on the school property is strictly prohibited;
 - xiii. Consuming or selling alcoholic beverages on PRA property without proper licensing and prior approval by PRA is strictly prohibited;
 - xiv. Cooperating fully with the Principal or custodian or designate;
 - xv. Subletting or transferring of space by the user group is not permitted;
 - xvi. Vacating promptly at the time specified on the rental contract. Additional rental and custodial time will be charged for additional use;
 - xvii. The facility shall not be altered in any way. The facility and equipment shall be left in the same condition in which they were received. Any damage will be the responsibility of the user group;
 - xviii. User groups shall understand and agree to the terms and conditions in these Administrative Procedures for Use of Pretty River Academy.

4.3 Insurance Requirement

- a. PRA's insurance does not cover or protect user groups.
- b. User groups shall require a minimum \$2 million public liability insurance, proof of which shall be submitted with the application form.
- c. Pretty River Academy shall be named as Additional Insured.
- d. The insurance policy shall contain a cross-liability clause protecting PRA against claims by the user group as if PRA were separately insured and protecting the user group against claims by PRA as if the user group were separately insured.
- e. PRA shall be indemnified by the user groups for any action or claim being brought against the user group.
- f. Where there is continuous use of the facility, the insurance shall contain a clause that the policy will not be cancelled or changed without PRA first having received not less than 30 days written notice of such cancellation or change;
- g. The facility will not be approved for use without the required insurance documentation.