

**COMMUNITY USE OF SCHOOLS
RENTAL GUIDELINES FOR SCHOOL DISTRICT 2**

**NON AUTHORIZED OR NON SCHEDULED EVENTS RESULTING IN SECURITY ISSUES/ALARM
CALL-OUTS WILL BE CHARGED A FINE OF \$250.00. NON-DISPUTABLE.**

PLEASE READ

**IT IS THE RESPONSIBILITY OF EACH MUNICIPALITY USING SCHOOL DISTRICT 2
FACILITIES UNDER A RECIPROCAL AGREEMENT TO PROVIDE THESE GUIDELINES TO ALL
USERS.**

**ALL COMMUNITY USE IS CANCELLED ON HOLIDAYS, STORM DAYS, PD/SUBJECT
COUNCIL DAYS, NBTA DAYS, PARENT TEACHER INTERVIEWS
IN INCLEMENT WEATHER CALL THE SNOW LINE 856-7669**

- **ALL DISTRICT 2 SCHOOLS AND SCHOOL PROPERTIES ARE TOBACCO FREE.**
- The contact person associated with each group (provided by each municipality where applicable) is **the most responsible** in the areas of supervision and security. This contact/supervisor/coach must be the **first** person to **arrive** and the **last** person to **leave** a school. Participants will **not** be granted entry to the building until this contact person arrives.
- The entrance door will be unlocked 15 minutes prior to the event and remain unlocked for 15 minutes after the start time, then locked for the remainder of the event. **A volunteer for each group must be assigned to monitor hallways as well as the entrance door for late arrivals. Doors WILL NOT be propped open.**
- Only those who are participating in the activity and their family are permitted admittance into the approved area of the school. Some events, however, may have audiences for which these same regulations apply. Movement is restricted to the primary rental area and may include use of the school change rooms, washrooms and fountain in the immediate area. People found in other areas of the facility will be asked to leave. Unruly, unsupervised, disrespectful, or inappropriate behaviour is unacceptable and those involved will be asked to vacate the premises as well.
- **All outer footwear MUST be left by the main doors in each school. Only appropriate, clean footwear is permitted in the gym/hallways. (Participants WILL need to bring an extra pair of sneakers.) NO FORM OF SPRAY (FOR TRACTION PURPOSES) IS PERMITTED ON SOLES OF SNEAKERS.**
- **No food or drink is permitted in the gym or auditorium. Enforcement of this rule is the responsibility of the coach/supervisor in charge. Water bottles containing water only used by participants are permitted during games and are the responsibility of the coach/supervisor.**
- **The raising/lowering of basketball nets is the responsibility of the MKMBA coach/supervisor; youth are NOT permitted to perform this task. AT THE END OF THE EVENING, THE COACH/SUPERVISOR MUST RAISE NETS TO THE 10 FOOT HEIGHT.**
- **PLEASE ENSURE PARTICIPANTS DO NOT HANG ON THE BASKETBALL RIMS, RUN UP AND DOWN BLEACHERS OR CLIMB GYM/STAGE CURTAINS.**
- **FLOOR HOCKEY IS NO LONGER PERMITTED IN ANY SCHOOL.**
- Only non-expendable equipment such as nets and standards are available to rental groups. **Use of school sporting equipment is not permitted.** Please provide your own balls, racquets, etc. **Arrangements for use of school clocks, sound systems, AV equipment, etc. must be made at least one week in advance. Use of school score clocks for tournaments and games with teams from out of town ONLY. This use must have a designated clock operator(s) approved and trained to use the clock. (ALL GROUPS to provide orientation on proper usage of the clocks.) 30 second clocks, even if available, will NOT be used.**

- All external electrical or mechanical equipment or appliances brought in by any user group **IS PROHIBITED**. This includes crock pots, hot dog and popcorn machines, slushy machines, etc.
- Absolutely no smoking, illegal drugs or liquor is permitted on school property at any time. The serving of alcohol is allowed with written consent **ONLY** by way of a liquor license. (receptions, class reunions, etc.)

Groups using school facilities in District 2 who **do not show up** for their scheduled contracted time without advising the District within an acceptable time frame, will be charged the facility fee for the particular area, plus custodial charges where applicable.

Any emergency, damage or vandalism must be reported to **School District 2, Manager of Facilities, Candace Scott, 871-4833 or the Assistant Facilities Manager, Graham Allen, 871-3073 within 24 hours**, followed by a written report. **All other enquiries must be directed to Linda Tower, Facilities Coordinator, 856-3425 OR linda.tower@gnb.ca.**

Any organization or individual granted use of school property failing to abide by the terms of the rental contract, especially those conditions having to do with supervision, care and responsibility for property and equipment, shall be denied further use of the property until the District is satisfied that future use of the facilities will not be abused. The District reserves the right to terminate or cancel the use of its facilities at any time.

USE OF NORTHROP FRYE SCHOOL.

All guidelines above pertain to Northrop Frye School. The following guidelines are additional:

- BLC is responsible for opening and locking the facility.
- Renters of NF are required to sign a standard checklist before and after their use detailing conditions of the facility. Users will not be permitted in the facility until this checklist is signed.
- Renters are expected to clean up after their use, leaving the facility in good condition.
- Users are not permitted to mark, hang or stick anything on the walls, doors or floors of the facility.
- **NO PARKING IN THE BUS LOOP. OVERFLOW AFTER THE MAIN LOT IS FULL IS PERMITTED ON THE ROAD PARALLEL TO THE SCHOOL'S MAIN ENTRANCE ON ONE SIDE OF THE STUDENT DROP OFF LANE. ADDITIONAL PARKING IS LOCATED ON AUGUSTA TERRACE OFF RYAN ROAD. FOR TOURNAMENTS OR LARGE EVENTS, THE GROUP WILL PROVIDE A PARKING LOT MONITOR TO DIRECT TRAFFIC. FAILURE TO ABIDE BY THE PARKING RULES WILL RESULT IN THE TOWING OF VEHICLES AT THE OWNER'S EXPENSE.**
- OMNI employees are able to ASSIST ONLY with set-up for events during day, evening and weekend events.
- For large events, the District will provide a casual to supervise and perform light duties in the immediate area of the rental, at the expense of the group at \$16/hour.

IN THE EVENT OF A FIRE ALARM, VACATE THE BUILDING IMMEDIATELY!

January, 2011 Linda Tower, Facilities Coordinator 856-3425.

"We are a dedicated team providing the highest quality of professional service to support the delivery of quality education". www.district2.nbed.nb.ca