

*Strait Regional Centre for Education*  
***Community Use Guidelines***

2021-2022 School Year



**Strait**

Regional Centre for Education

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## Introduction

Community use of school facilities is essential to providing equitable and healthy opportunities to youth and adults in school communities across the Strait Region. This set of guidelines are developed to guide the booking process and promote fair and safe access/

**The SRCE's main priority is the health and safety of students and staff.**

This document is to support the Nova Scotia's Back to School Plan published on the Government of Nova Scotia's Coronavirus webpage, <https://novascotia.ca/coronavirus/education/>, and the Restrictions and Guidance published at the following url: <https://novascotia.ca/coronavirus/restrictions-and-guidance/>.

## Scope

This guidance document is applicable to all schools and recreation facilities owned or operated by the Strait Regional Centre for Education.

Bookings will follow all the appropriate SRCE policy regarding community use:

- VI-A-1 PRINCIPLES AND OBJECTIVES
- VI-A-2 DEFINITIONS AND USER PRIORITIZATION
- VI-A-3 PERMITS FOR SCHOOL USE
- VI-A-4 SECURITY
- VI-A-5 FEES AND DISPOSITION OF FUNDS
- VI-A-6 SERVING OF ALCOHOLIC BEVERAGES
- VI-A-7 APPLICATION PROCESS
- VI-A-8 SCHEDULE OF FEES

## Limitations on Use

- Acknowledged bookings will not be confirmed until all forms (application and user agreement) are received, and all applicable fees paid (unless other arrangements have been made).
- Users are to pay all fees in advance. All fees are payable to the booking authority.
- Users must acknowledge janitorial charges will be applied if an event is scheduled outside normal janitorial hours or if the event causes extra work for the janitorial staff. Users paying janitorial fees in advance may receive an additional invoice after the event if the actual hours worked by janitorial staff exceed those in the original estimate, janitorial fees are \$18.00/hour. Minimum four (4) hour call-in on weekends.
- Users agree to return the premises back to the general conditions of cleanliness and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles, kitchen counter tops, sinks, and appliances will be left clean, and tables, chairs and equipment will be repositioned as found or as otherwise directed by the booking authority.
- Users acknowledge equipment is not included in the rental agreement unless agreed upon by a qualified centre for education employee and specified in the application form. Acknowledge proof of competency and/or certification is required to use specialized equipment, especially in the case of computers, audio/video equipment, sewing machines, wood working tools/equipment, ladders, staging, etc. Broken/faulty equipment will be reported to the booking authority, Gym equipment (excluding nets) is not available for loan.
- To abide by all the safety regulations as mandated by Worker's Compensation and the Department of Labour.
- Users will supervise and control all persons in attendance at the function and restrict such persons to the area booked. For gym users, only coaches may enter the equipment room.
- Users will prohibit the use of cigarettes, drugs, unlicensed liquor on school property and prohibit the use of street shoes, and consumption of food or beverages in the gymnasium.

- Users will ensure the group only uses the facility during the time booked including leaving the facility on or before the end of the scheduled time. Agrees to inform the booking authority immediately when they are not able to use the time booked on any given date.
- Acknowledge that in rare circumstances may cancel the booked event if the facility is required by the school for parent-teacher meetings, in-service days, other school functions or tournaments.
- Acknowledge that the facility will not be available in the event that school is cancelled due to a storm or power outage. If school is cancelled throughout the day, the evening activities will also be cancelled.
- Users will abide by the room capacities specified.
- Only legal use of the facility is permitted according to of the Province of Nova Scotia, the Dominion of the Canada, and any applicable By-Laws.
- Users must read, understand and agree to abide by the Strait Regional Centre for Education Community Use Guidelines.
- Users are responsible for any damage to property of Strait Regional Centre for Education
- Users acknowledge that Novel Coronavirus / COVID-19 has been declared a worldwide pandemic by the World Health Organization and is contagious. It is believed that COVID-19 is spread mainly from person-to-person contact. Attending the Activities could increase your risk and the Participant's risk of contracting COVID-19.
- Community users must meet all appropriate requirements as outlined in provincial Health Protection Act Orders and by the Government of Nova Scotia including gathering limits.
- Users are also subject to the Back to School Plan or other provincial guidelines related to specific sports or activities which may or may not limit non-essential people from entering the facility. This includes players/participants, officials, coaches, instructors, or anyone else who is required to be on or near the field of play.
- If, for any reason, janitorial support is unavailable during a booking, the booking may be cancelled. Organizers will be informed by the booking agency.

### **Entrance to the Building**

- No individuals will be permitted to enter the facility if they are displaying symptoms or have been exposed to COVID 19 as defined on the provincial 811 website.
- Organizers of events are responsible to ensure a log of entrants is maintained and available on request.
- The entry log is to remain at the school.
- Users will need to book the facility in advance by calling the authorized booking agency for the school. Drop-in appointments are not permitted.
- Each school will have designated entry points and users must walk directly to and from the gymnasium. They are not permitted to travel freely in the building
- If required by the Back to School Plan or other provincial guidelines, masks must be worn unless expressly permitted as an exception in the Nova Scotia Sport guidelines.
- Users must use sanitizer on entry and register with the booking coordinator on arrival

- Users must observe relevant signage and floor markings, observe proper cough etiquette and wear face masks in hallways and common areas.

### Equipment/Facilities Use

- Instruction will be provided by each facility regarding access to equipment and protocols for use
- Users may use shared gym equipment such as nets. SRCE janitorial staff will disinfect these after use.
- Users must setup and return to storage, any shared gym equipment being used, and will post signage indicating that it is ready for cleaning/disinfection after use.
- Users may not use individual gym equipment such as rackets, ball hockey sticks, etc.
- Users will come fully prepared to participate in activities unless previously arranged. Change rooms and lockers may not be available.

### Responsibilities of SRCE Janitorial Staff

- SRCE staff will ensure the building is unlocked and the space is prepared a minimum of 10 minutes before the start of the booking.
- SRCE janitorial staff are responsible for performing high touch disinfection between users.
- SRCE janitorial staff will notify users of any guidelines which they observe the users violating.
- SRCE janitorial staff will report observed violations of the community use guidelines to their supervisor.
- SRCE janitorial staff are not responsible for maintaining the entrance log, or monitoring entry/use of the school.

### Booking Times

Bookings must be staggered a minimum of thirty minutes apart to permit cleaning and segregate traffic.

- Time slots for community bookings are available for reservation between:
  - Weekdays: 4pm to 9pm
  - Weekends: 9am to 9pm
- All users must be out of the school by 9:00pm to allow the facilities to be properly cleaned/disinfected at the end of the day.

### Fees

Fees will be collected according to SRCE policy VI-A-8.