

School, Community, and Home Relations 11500 Community Use of School Facilities	Administrative Application	
	Last Reviewed /Approved on:	October 20, 2026
	References:	Master Facility Joint Use Agreement, 2025 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division recognizes that responsible community access to school facilities can support student, family, parish, cultural, recreational, and community activities. The educational program, student safety, protection of Division property, and efficient operation of schools remain the first priorities. Community use is a privilege, not a right, and may be approved only when it does not interfere with Division operations.

Application

1. Administration and Permits

- a. Community use of school facilities shall be administered in accordance with Board policy and the Master Facility Joint Use Agreement between the Regina Catholic School Division (RCSD), Regina Public School Division, and the City of Regina.
- b. Permits for use issued by the City of Regina are required for all outside user groups.
- c. Rental and maintenance/caretakers' fees are charged in accordance with Board approved school division established rates.
- d. Division and school activities have priority. The Division may refuse, relocate, suspend, or cancel a booking for operational, safety, legal, or property concerns.

2. Conditions of Use

- a. The user group is responsible for supervision, conduct, safety, security, cleanup, damage, and compliance with the permit.
- b. Participants may only engage in approved activities, use designated areas, and operate authorized equipment. Prohibited activities, sports, or uses of facilities are not permitted. Any damage, injury, security concern, or unusual incident must be reported immediately.

- c. Smoking, vaping, cannabis, illegal drugs, weapons, gambling, smudging, and unlawful activity are prohibited on school property. Alcohol and higher-risk activities require specific written approval.

3. **Staff Personal Use**

Employees of the Division may request use of the school facility at which they are assigned or primarily work, during the regular school year only, in accordance with one of the following categories and subject to the conditions set out below. Staff use privileges do not extend to other Division facilities unless specifically authorized by the Division.

a. General Conditions

- i. Staff approved to use Division facilities may be required to sign an Assumption of Risk, Release and Indemnity Agreement Form approved by the Division. The signed agreement shall apply to the employee and any accompanying persons attending in connection with the approved use.
- ii. Staff users are responsible for managing the activity, opening or closing the building if required, and adhering to all Division policies, procedures, approval conditions, and facility requirements.
- iii. The staff member is responsible for the supervision, conduct, safety, security, cleanup, damage, and compliance of themselves and any accompanying persons attending in connection with the approved use.
- iv. Personal use of Practical and Applied Arts (PAA) spaces is not permitted. This includes food and nutrition labs, kitchens, industrial arts shops, and any associated equipment, tools, appliances, or machinery. This restriction applies to all personnel, regardless of department or familiarity with the equipment.
- v. Access is restricted to the hours of 7:00 a.m. to 9:00 p.m. during the regular school year, unless otherwise approved by the Division.
- vi. Applicable caretaker, cleaning, security, equipment, damage, and other direct costs may be charged. Employment does not provide private or unscheduled access to a facility.
- vii. Approval may be denied, limited, suspended, or revoked for operational, safety, scheduling, legal, property, or other Division-related reasons.

b. Category 1 - Staff Personal Use (No Charge)

Staff personal use is limited to personal wellness, recreation, or incidental activities associated with the employee's presence at the school that are not part of the employee's assigned employment duties.

Examples of activities that are generally considered staff personal use include:

- Individual fitness or wellness activities;
- Casual recreational activities involving the employee, household members, or colleagues;
- Informal use such as shooting basketballs, walking, exercising, weight lifting or similar recreational activities.

The employee must remain present and responsible for the activity and any accompanying persons.

Staff personal use shall not be used to provide facility access to others who would otherwise be required to obtain a permit.

c. Category 2 - Staff Private Events (Insurance Required, Facility Fee Waived)

Employees may request occasional use of Division facilities for private personal or family events that would not otherwise qualify as Staff Personal Use.

Examples include:

- Birthday parties for immediate family members;
- Family gatherings or celebrations;
- Personal milestone events;
- Similar private social events.

Approval under this category is limited to occasional, non-recurring events. To qualify under this category:

- i. The employee must be the organizer and primary person responsible for the event;
- ii. The employee must obtain and provide proof of insurance meeting the requirements set out in Section 4;
- iii. The event must not be publicly advertised or open to the general public;
- iv. No admission fee, registration fee, fundraising activity, commercial activity, or business activity shall occur unless specifically approved by the Division; and
- v. The event must comply with all Division policies, procedures, and approval conditions.

Approval of a Staff Private Event does not create an ongoing entitlement to facility access. Direct costs including caretaking, cleaning, security, equipment, repairs, damage, overtime, or other operational costs may still be charged.

The following activities do not qualify as Staff Private Events:

- Recurring bookings;
- Organized team practices or games;
- Leagues, tournaments, or competitions;

- Club, church, cultural, community, or youth organization activities;
- Camps, clinics, lessons, instructional programs, or similar activities;
- Activities conducted on behalf of an external organization.

d. Category 3 - Community-Use

All activities that do not qualify as Staff Personal Use or Staff Private Events shall be processed through the Community Use of Facilities process and are subject to all applicable permits, fees, insurance requirements, and conditions of use.

Examples include:

- Team practices, games, leagues, tournaments, and competitions;
- Club, church, cultural, community, and youth activities;
- Camps, clinics, instructional programs, classes, and lessons;
- Commercial, business, fundraising, or revenue-generating activities;
- Activities organized on behalf of an external organization;
- Recurring or regularly scheduled activities.

An employee's involvement in or affiliation with an organization does not qualify an activity for approval under Category 1 or Category 2. Activities that would otherwise require a community-use permit must proceed through the Community Use process regardless of employee participation.

e. Approval Process

Staff requesting use of Division facilities under Category 1 or Category 2 must submit the [Assumption of Risk, Release and Indemnity Agreement form](#). Approval may apply to a single use or a defined period, subject to any conditions established by the principal or authorized approver.

A new form is required when the activity, location, approval period, category of use, or other material circumstances change.

The form is not required for employees carrying out their assigned employment duties.

4. **Insurance and Fees**

- a. All external user groups must provide proof of tenant and third-party liability insurance coverage of not less than \$2,000,000 naming the Division's interest therein. A certified copy of the policy must be provided to the Division prior to use. Single use or multiple use insurance can be purchased through this Saskatchewan School Boards Association link, <https://ssba.instantriskcoverage.com/login> or a private insurance provider.
- b. Additional custodial, security, equipment, repair, alarm response, overtime, cancellation, and damage costs may be charged.
- c. Fee reductions or waivers require documented approval under delegated authority and do not automatically waive direct operating costs.

5. Cancellation and Enforcement

- a. The Division may suspend or cancel use for unsafe conduct, misrepresentation, non-payment, unauthorized access, property damage, unlawful activity, or breach of permit conditions.
- b. Consequences may include removal, recovery of costs, loss of deposit, cancellation of permits, and suspension of future access.