

FORM B: School Use Request Form

SCHOOL USE REQUEST FORM (please submit separate form for each group / age / activity)

Submit forms to the Booking Office (BO) – recbookings@whitehorse.ca

Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

Special Permission
Required

Schools are not available on statutory holidays, PD days, during elections, or scheduled maintenance.

Organization:				Activity:		
Category:	Non-Profit	Commercial	Private	Political / Religious Event	Summer Camp	
Age / Demographic of Participants:		# of Participants:		Will you be charging admission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
				Will you be selling goods?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Main Contact:				Phone (day):		
Email Address:				Phone (eve):		
Mailing Address:				Postal Code:		

	Request for School Use (please print clearly)	Confirmed To be completed by BO
Preferred School		
Area Required		
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun	
Starting & End Time		
Starting & End Date		

Additional information about your event or program:

I hereby agree to comply with all rules, regulations and procedures as established by the City of Whitehorse, Department of Education, Commission scolaire francophone du Yukon and the School on behalf of my organization.

Signature of User Group Contact: _____ **Submitted Proof of Insurance:**

IMPORTANT DEADLINES	
SUMMER BREAK	SCHOOL TERM
Key Return Date: August 31	Key Return Date: June 15
Request Deadline: April 1	Request Deadline: June 1
Outdoor Field Request Deadline: March 1	

Authorized Signature for SPECIAL PERMISSION: _____

Signature of City Representative: _____	Date Received by Booking Office: _____
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DEADLINES FOR JOINT USE TIMES ON SCHOOL PROPERTY

Season	Facility Owner Confirm Facilities / City Advertises Season Deadline	Booking Request Deadline	Other Deadline
School Term	May 1	June 1	Key return date June 15
Christmas Break	September 1	October 1	
March Break	December 1	January 1	
Outdoor Field Season	February 1	March 1	Field User Meeting by April 15
Summer Indoor Season	March 1	April 1	Key return date August 31

Any facility booking requests received after these deadlines are considered Late Requests.

A “Field User Meeting” with representatives from the user groups, the City, Yukon Education, and Highways and Public Works – Facility Management is held annually, by April 15, to allocate field use and discuss issues or concerns.

PRIORITIES FOR JOINT USE TIMES ON SCHOOL PROPERTY

- Activities are prioritized and scheduled according to a balanced approach, in alignment with the Purpose, Vision and Goals in the Joint Use Agreement.
- Activities for youth and accessible organizations receive preference between the hours of 5:00 pm to 9:00 pm.
- Outdoor CSSC Mercier/ FH Collins Secondary exclusively permits Priorities 1 – 6 below, or Commercial event, for sport specific use, with a priority for high performance athlete development.
- FH Beach Volleyball Courts are maintained by Volleyball Yukon, who receive first priority for booking outside of school use (as per MOU June 3, 2022 – 2025).
- Francophone events receive booking priority in CFSY schools. La Garderie du petit cheval blanc utilize CSFY schools free of charge for daycare services before and after school, on PD days, during spring break and during the summer break
- High impact activities (eg. roller blades, floor hockey) will only be permitted on floors scheduled for upcoming maintenance.
- Booking requests after June 1 are subject to availability.

Special Events

Special Event requests received prior to the seasonal deadlines are scheduled in advance of regular bookings to ensure that space is available and that user groups are aware in advance that their space will not be available during the “special event” booked times

Schedule B: Allocation Deadlines, Priorities & Fees

1. School Special Event
Any event organized by the school or agency of the schools, and occurring in the school for the students of that school.
2. Non-Profit Special Event
Any event organized by a non-profit community organization where no additional monies are collected (tournament, concert or celebration). Each user group is limited to two (2) special events during the school season which would bump a regular user. Priority will be given as follows:
 - a) Youth / Accessible Organizations
 - b) Adult / Senior
 - c) Fundraising Event
3. Each school and YSAA (Yukon Schools Athletic Association) can submit up to five (5) Late Requests throughout the annual School Calendar (eg. 2022-2023), each with at least 14 days' notice. The school principal will attempt to offer an alternate location for the regularly scheduled activity before advising the Booking Office to cancel.

Regular Bookings

4. School Regular Bookings
Co-curricular or extra-curricular programs and activities sponsored by Yukon Education, CSFY, school board or school council. These occur outside the regular school day and are considered part of a school's regular program of activities.
5. Activities for Youth / Accessible Organizations
Any community program or activity sponsored by a non-profit group, society or organization for individuals below the age of nineteen (19) or persons with a disability. To be eligible, the activity must be comprised solely of youth / persons with a disability under the supervision of a responsible adult.
6. Adult / Senior Activities
Any community program or activity sponsored by a non-profit group, society or organization where the majority of individuals are at or above the age of nineteen (19).

Other Activities

7. Political or Religious Event
A program or activity, sponsored by groups, societies, and organizations (such as a service, bible study, rally, campaign), where the primary aim is political or religious in nature. This does not include recreation or leisure activities sponsored by a group for the public.
8. Public Meeting
An activity, meeting, or event that is open to the public, where there is no exchange of money, and is sponsored by a non-profit group, society or organization.
9. Private Meeting
An activity, meeting or event that is closed to the public, where there is no exchange of money, and sponsored by a non-profit group, society or organization.

Schedule B: Allocation Deadlines, Priorities & Fees

10. Commercial Event / Non-Specified Event

Any activity/event sponsored by a group, individual or business where the group, individual or business profits and/or where the public is invited and is required to either pay an admission fee or is encouraged to purchase goods or services offered for sale. Recreation & Cultural events will receive first priority in this category over non-recreational use.

11. Late requests

Any request submitted to the Booking Office after the June 1 deadline is subject to availability.

Fees

Yukon Education, CSFY, and City of Whitehorse will not charge each other for the use of public facilities covered by the JUA for the purpose of educational, public safety, and recreational activities offered by the Parties.

Yukon Education / CSFY agree to charge for the use of public facilities for community use as set out below. Any other requests for no charge must be submitted through the Booking Office to the Facility Owner for consideration.

Type of Use	Standard Fee	Fee for Commercial use / admission /sales	Fee for Political /Religious Event
Large Gym (PC, St. Francis)		\$1000 / day	\$130/ Day
Regular Gym (200 – 600 m2)		\$600 / day	\$80 / day
Small gym, Library or MP room (JH, GMP)		\$270 / day	\$75 / day
Classroom		\$115 / day	\$75 / day
Outdoor Field		\$75 / day	\$40 / day
Summer Camp for Non-Profit Organization	\$40 / day		
Private Meeting	\$75 / day		
Cancellation without notice or No Show	\$75 / day		
Janitorial cleaning fee	\$75 / hour		
Non Profit Special Event & Regular Bookings for Youth, Adult, Senior Activities & Accessible organizations	No Charge	Commercial rate if admissions or sales	
Damages	As determined by facility owner for repair/replacement		

INDOOR PUBLIC SCHOOL FACILITIES

School	Designation	Gym	w/showers	w/stage	Multipurpose Room	Special Permission *all excluded days and times, and additional facilities below
Christ the King Elementary	Reg	1	1	1		
CSSC Mercier	Reg	1	1			Contact CSFY School Board for all other facilities
École Émilie-Tremblay	Reg	1	1			Classroom, Library
Elijah Smith Elementary	Reg	1	1	1	1	
FH Collins Secondary	Reg	1	1			Classroom, Band Room, Atrium
Golden Horn Elementary	Reg	1				
Grey Mountain Primary	SM	1				
Hidden Valley Elementary	Reg	1	1	1		Classroom
Holy Family Elementary	Reg	1	1	1		
Jack Hulland Elementary	Reg /SM	2	1	1		
Porter Creek Secondary	LG	1	1	1		Classroom, Home Ec, Cafeteria, Library, Bouldering Wall
Selkirk Elementary	Reg	1	1	1		
Takhini Elementary	Reg	1	1	1		
St. Francis of Assisi Catholic Secondary	Reg /LG	2	1	1		Classroom, Art Room, Music Room, Library
Whitehorse Elementary	Reg	1	1	1		Activity Room, Room 10 A
Wood Street Centre					1	Theatre & classrooms

INDOOR TIMES IN SCHOOL FACILITIES

School Term (Aug – June)	Summer / Christmas & Spring Break
Monday – Friday 5:00 am – 7:30am 3:30 pm – 5:00 pm – special permission 5:00 pm – 11:00 pm	Three (3) schools will be made available for Community use, as determined by Yukon Education
Saturday – Sunday 8:00 am – 11:00 pm	Sunday – Saturday 8:00 am – 11:00 pm

Excluded Days:

School facilities will not be available for use for one week before and after the first and last day of school, on statutory holidays, PD days, and when required for elections (including: school council, municipal, territorial or federal), unless “special permission” is attained.

OUTDOOR PUBLIC FACILITIES

School	Outdoor Space
Christ the King Elementary	Soccer Field
École Émilie-Tremblay	Soccer Field
Elijah Smith Elementary	Soccer Field
CSSC Mercier / FH Collins Secondary	Artificial Turf (full field or 2 cross fields) Outdoor Basketball Court Outdoor Classroom Running Track 3 Beach Volleyball Courts
Grey Mountain Primary	Playground
Hidden Valley Elementary	Soccer Field
Holy Family Elementary	Soccer Field / Ball Diamond
Jack Hulland Elementary	Soccer Field / Ball Diamond
Porter Creek Secondary	Soccer Field
Selkirk Elementary	Soccer Field / Ball Diamond
Takhini Elementary	Soccer Field / Ball Diamond
St. Francis of Assisi Catholic Secondary	Soccer Field (St. Francis) Soccer Field (George White) Ball Diamond
Whitehorse Elementary	Soccer Field / Ball Diamond

Conditions of Use

- Approval for the use of any of these facilities must be received by the City from Yukon Education/CSFY before use.
- Soccer Field / Ball Diamond denotes that only one (1) booking at a time can be scheduled for the soccer field or baseball field as the surfaces overlap.
- Outdoor CSSC Mercier/ FH Collins Secondary can only be booked by multiple groups at the same time if the activities align.

During The School Term

Yukon Education/CSFY make available OUTDOOR facilities at the following times:

Monday to Friday: 5:00pm - 11:00pm.

Saturday and Sunday: 8:00am - 11:00pm.

During The School Summer Break

Yukon Education/CSFY make available OUTDOOR facilities at the following times:

Daily 8:00 am to 11:00 pm.

REQUEST A BOOKING

The public facilities must be booked, approved and confirmed through the Booking Office by the **designated representative**, (one person who submits all bookings for the facility user and continues to liaise with the City in regard to the bookings for the school year).

1. Any public facility outlined in this agreement can be booked, at any time during the year, if the facility is available on the days and times requested, as determined by review of the master list by the Booking Office, with the provision of five (5) days' notice.
 - 1.1 The Designated Representative can contact the Booking Office at: 633-8518 or recbookings@whitehorse.ca
 - 1.2 The Booking Office, in consultation with the designated representative, will determine the appropriate facility for the facility user.
 - 1.3 The Designated Representative must complete the School Request Form.
 - 1.4 The Booking Office confirms facility availability, which includes contacting a school principal for any special permission requests.

Upon confirmation of facility availability, the Booking Office:

2. Requests proof of \$3 million liability insurance and saves on the user group account.
3. Creates a Rental Contract.
4. Requests fob programming from YG Security, and coordinates pickup arrangements with the designated representative.
5. Requires a \$50.00 deposit for each key/card/fob received by the designated representative. The deposit is subject to the following:
 - 5.1 Designated representative returns key/card/fob on the date specified on the "School Use Request Form." Deposit for each item not returned, on the date specified will result in the loss of the deposit.
 - 5.2 The key/card/fob deposit for user group bookings that are longer than one month will be deposited into a holding account. Deposits for user group bookings that are less than one month will be held (not deposited) by the City and returned when the key/card/fob is returned.
6. Requires a yearly damage deposit of five hundred dollars (\$500.00), payable to the City of Whitehorse. The damage deposit is subject to:
 - 6.1 Damage deposits for user group bookings that are longer than one-month duration are deposited in a holding account. Damage deposits for bookings of less than one month are held (not deposited) by the City and returned if no damages have been assessed;
 - 6.2 Where a user group is deemed responsible for damages to a facility, damages will be assessed by the Facility Owner and billed to the user group(s).
 - 6.3 If the damage deposit is depleted or drawn down during the year, the user group is required to "top up" or post another damage deposit of \$500 prior to confirmation of booking for the upcoming year.
7. Request payment of fees, as applicable, by the designated representative, as per Fee Schedule. Rental will be

Schedule D: Procedures for Booking Schools

confirmed upon receipt of payment. Payment must be received at least five (5) days prior to the requirement for space.

Upon completion of the aforementioned procedures, the Booking Office:

8. Confirms the facility user booking with the designated representative.
 - 8.1 Provides a Rental package, which is to be reviewed and signed by the designated representative, indicating that the facility user “understands” and “will abide by” all information contained in the package. The package includes, but is not limited to, a copy of General School Rules, Rental Contract, and School Security Procedures.
 - 8.2 Receives payments and deposits. Hands out keys/fobs and instructions.
 - 8.3 Retains the original signed and confirmed School Use Request Form and save to the facility user’s account. Records details of the fob and who received it.
9. Ensures that the schools joint use contact is notified at least five (5) days before the school facility is to be used.

Upon completion of the Rental Contract, the Booking Office:

10. Collects keys/fobs and cancel FOB programming. Returns deposit if no damages.

Throughout the year, the Booking Office sends monthly schedules to schools, YSAA (Yukon School Athletic Association), property management, janitorial, and receive issues or concerns, such as:

- Access issues
- Incidents
- time not used
- Conflicts that arise

Schedule E: General School Rules

The designated representative is responsible for ensuring that the user group adheres, to the rules found in this appendix and to any other “school specific rules” governing the use of public facilities as provided by the Booking Office.

EACH DESIGNATED REPRESENTATIVE SHALL:

Cleaning

1. Leave the facility in the same or better condition than when you arrived. Cleaning supplies are the responsibility of the user group. If the user group is unable to clean up, the designated representative must make alternate arrangements as the school janitors do not clean after user groups.
 - 1.1. Some school gyms may have a dry mop available for use. User Group must return items to original location.
2. Ensure that the facility is left clean for the next facility user group, including, but not limited to:
 - 2.1. Return all equipment to its proper place;
 - 2.2. Place garbage and recycling in proper receptacles;
 - 2.3. Wipe floors, due to spills, muddy shoes etc;
 - 2.4. Return tables, chairs, and desks to their proper places;
 - 2.5. Turn off the lights
3. Report any concerns with cleanliness of the premises, evident upon arrival, to the Booking Office.

Access and Security

4. Ensure that designated parking and emergency vehicle access is maintained at all times.
5. Inform the user group of the booked facility time. Persons are to enter the booked facility during the scheduled times only, via the approved access point(s).
6. Be responsible for the entrance and exit of all group members and/or spectators as per the specific school security procedures. Facility doors are to be secured at all times, do not leave exterior doors propped open.
7. Ensure that users understand that corridors and classrooms not specifically authorized for use are “out of bounds.”

Supervision

8. Be responsible for the supervision of their organization's members, including participants, coaches, volunteers, parents, family, and spectators while in the facility. Adequate supervision must be in place at all times. Where it is deemed necessary by the facility owner or school principal, a user group may be required to provide on-site supervision (exclusive of coaches, referees, or custodians) such as a “Facility User Group Host” and/or security or custodian(s) for an activity, event or program.
9. Supervise all youth under the age of nineteen (19) and persons with a disability.

Use of Equipment

10. Ensure that permission and arrangements have been made with the principal of the school, prior to the use/access of basketball boards, badminton and volleyball standards and nets and soccer nets. All equipment will be set up and put away by the user group.

School Gymnasiums

11. Ensure doors are not propped open.
12. Ensure that outer footwear is removed at the entrance to the school or as designated.
13. Ensure that only non-marking footwear (white or clear-soled running shoes) is permitted.
14. Ensure that food and beverages are not permitted, with the exception of drinking water in closed containers, or other by special permission.

Schedule E: General School Rules

15. Ensure that advertising for any recreational activity or production is not displayed or affixed to any part of a school grounds or premises without prior authorization from the school principal.
16. Ensure that no tape is used on floors except for tape approved for floor use.

Prohibited Substances and Activities

17. Ensure that user groups refrain from using alcohol and illegal substances in any facility or on facility grounds.
18. Ensure that, as per The Smoke-free Places Act (s4) (3), smoking/vaping is not permitted in school facilities or on school grounds.
19. Ensure that prohibited activities do not take place in school facilities or on school grounds, including:
 - 19.1. Indoor activities involving animals
 - 19.2. Activities that involve sleepovers for community use.
 - 19.3. Activities that due to their nature and type of equipment used may lead to damage to public facilities or increase the risk of injury to participant and/or spectators.
 - 19.4. The Booking Office, Yukon Education and facility owners reserve the right to define 'prohibited activities' on a case-by-case basis.

Track & Artificial Turf Field Rules

20. The following are prohibited on synthetic turf:
 - 20.1. Muddy footwear or footwear with metal or screw-in plastic cleats
 - 20.2. Dogs or pets other than service animals
 - 20.3. Beverages (other than water), glass bottles or containers
 - 20.4. Food including gum, seeds, candy
 - 20.5. Smoking or tobacco products of any kind
 - 20.6. Fireworks, candles, flammable liquids or any open flame
 - 20.7. Golf, javelin, bicycles, roller blades, skate boards and scooters
 - 20.8. Chairs, tents, canopies, gazeboes, or flags with spikes
 - 20.9. Chalk or field paint
 - 20.10. Unauthorized vehicles
 - 20.11. Picking or pulling of grass fibers or infill material.

Damages and Losses

21. Be responsible for all damages or losses to the facility as a result of the user's acts or omissions during their period of use. This includes acts by unauthorized persons who may have entered the facility due to lack of security by the user group during or after the period of use.
22. Document and report any damage, evident upon arrival, to equipment or premises to the Booking Office.
23. Document and report any damage to equipment or premises that was a result of an activity of the user group to the Booking Office. Damages will be assessed and the user group will be charged, if applicable.
24. Be responsible for any lost or stolen items belonging to the members of your organization.

Failure to Comply

25. Yukon Education or CSFY may deny or cancel user group bookings immediately for cause.
26. Failure to comply with the following rules governing the use of facilities can result in a loss of privilege of use and/or charges as per established fees.

Schedule E: General School Rules

- 26.1 Non-payment of damage claims.
 - 26.2 Non-compliance with above listed General School Rules. Previous infractions (cumulative infractions) may be taken into consideration.
 - 26.3 Any illegal activity carried out within the public facility
 - 26.4 Use of facility outside of scheduled hours as stated in the booking contract.
 - 26.5 Failure to use allocated space (three times or more) with or without a minimum of 36 hours' notice to the Booking Office.
27. Premises left in an unacceptable condition as determined by the facility owner, are subject to the janitorial cleaning fee. Failure to report damages or concerns with cleanliness could result in all users of the facility being charged for the date/time in question.

Form C: Assessment Tool

The benefits-based approach is an evolutionary process that helps reposition, promote, and provide services that are truly essential to the community's needs. It is an abstract concept (rather than a concrete model) used to develop outcome-oriented performance measurement indicators and tools to gauge progress towards becoming a benefits driven vibrant community in the field of recreation.

Activity Type Criteria / Facility Space Allocation Use

<i>Community use of Schools in Whitehorse</i>			
Benefits	Activity Type	Comments	Score
A potential life-long activity			
Activity is a recurring event			
Physical exercise is involved			
Encourages family participation, fun			
A key component is skill development			
Instruction occurs in a supervised environment			
Leadership skill development			
Artistic skill development			
Competitive skill development/exposure			
Interpersonal skill development			
Practice opportunity is provided			
Targets Integration with the disadvantaged			
Main objective of Social/artistic/cultural/economic opportunity to address such things as: cultural interaction; social interaction;; arts/culture appreciation; community awareness; education and awareness; individual expression and spontaneity			
Activity is planned by a community group (3 Sport Registered Non Profit / 2 Other Registered non-profit / 1 Ad hoc Group)			
Spectator potential			
Volunteer involvement			
Community planned and/or operated			
Community contribution to finances to support program			
Activity is part of an umbrella group			
Activity is group focused			
Brings together those who might not otherwise come together			
Builds community identity			
Activity promotes conservation and education of the natural environment			
Unique to that community (neighbourhood focused)			

High value-3 points per criteria

Low value -1 point per criteria