Regulation

Adopted: 05 March 1990
Revised: 28 August 1995; 18 September 1995; 22 April 2014; 23 February 2022
 23 October 2024

COMMUNITY RELATIONS Policy 804.1-R

Community Use of District Facilities

Richmond School District facilities may be used by individuals, groups, or organizations
within the community according to the following guidelines:
Priority for the Use of District Facilities
The following order of priority will be adhered to in the use of school facilities:
1. District educational activities including early learning programs and extra-curricular
programs.
2. Childcare programs (both operated privately, or Board operated).
3. Richmond Continuing Education classes.
4. School community groups.
5. Groups booked through the City of Richmond.
6. Others.
Once a reservation is accepted through the Facility Rentals, cancellation will only occur if the
facility reserved is required by the school, by Richmond Continuing Education, or for some
special function such as an election. A minimum of seven (7) days' notice will normally be
given in the event that cancellation is necessary.
Priority for the Use of Neighbourhood Learning Centres
In the case of a Neighbourhood Learning Centre (NLC), priority for usage will be given to
community groups and/or organizations which:
1. Serve the Richmond community.
2. Encompass the broad spectrum of literacy.
3. Are of mutual benefit to both the school and the community at large.
4. Are non-profit.
5. Provide an array of services, support, and resources for individuals from infants to seniors.
Liability
Individuals, groups, or organizations using District property are responsible for securing
liability insurance protection and must provide the District with evidence of coverage. The
Board carries liability insurance to indemnify it against its liability as the owner of the school
and facility, and the negligence of its employees in carrying out their employment duties.
Thus, the Board will only be liable when negligence on the part of the Board or an employee
is proven by the individual(s) suffering the injury or damage.
Equipment
District equipment may be used only with the permission of the school principal.

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