

INFORMATION ABOUT THE BOOKING PROCESS:

(Revised July 7, 2009)

APPLICATION PROCESS:

Complete the BOOKING FORM and USER AGREEMENT forms (see links on website) and mail or drop off the forms to Shirlyn Aker, Community Education Coordinator (CEC) at the Recreation office **NO EARLIER than Monday, July 13.**

All forms must be accompanied by the full administration fee (whole season) and any other applicable fees (rental and/or janitorial). Applications may not be considered if they are not accompanied by payment.

You can submit monthly post-dated cheques if preferred. All the cheques must accompany the forms.

Cheques must be payable to Antigonish County Recreation.

After forms have been collected, the schedule will be set by Friday, August 7.

It is recommended that you submit your forms as early as possible for priority consideration and to avoid losing the chance to have your preferred time.

Please be aware that a large number of groups submit applications for use of the gymnasium and sewing room. Our goal is to make the school available to as many groups as possible. Thus, not all groups will necessarily get the amount of time they request and/or their preferred night. Please indicate if you have a second choice for time or day of week. Also, let us know if you are willing to share the gym with another group. You may be more likely to get time in this case. A large curtain would divide the gym.

All groups who have submitted forms by the deadline will be **contacted no later than Friday, August 14** with a copy of the new schedule for the upcoming school year.

ADMINISTRATION FEES - (paid by ALL groups who use the school):

Weekly / Monthly Use of Gym / Multi Purpose Room or Cafeteria:
\$50.00 / month

Weekly / Monthly Use of Classes, or Other Rooms Excluding Those Listed Above:
\$30.00 / month

One Time Use of Any Room in School:
\$50.00

RENTAL FEES: - (charged to for-profit groups only)

The amounts vary according to the room used - call for details.

JANITORIAL FEES: - (when events occur outside normal hours or cause extra work for staff)

The rate is \$18.00/hour.

If a custodian has to be brought in for a weekend event there is a minimum call-in time of 2 hours.

FIRE REGULATIONS:

The Strait Regional School Board has enacted specific fire regulations for all facilities. **All school users must familiarize themselves with the regulations and keep the fire safety checklist with them on-site at all times.** Ensure all coaches/team leaders are aware of the guidelines. These are posted on the Community Schools section of the County Recreation website and should be printed and kept as part of your files.

http://www.antigonishcounty.ns.ca/community_schools.htm

GENERAL USE POLICIES:

1. **Rooms must be left as they were found.** If you move furniture/equipment it must be returned to its proper storage place. **Groups must be supervised at all times by an adult.** This person will be held responsible for any problems that occur as a result of said use.
2. If your activity leaves excessive debris in garbage cans or mess on the floor, please contact the janitor so you can assist them in removing this before you leave the facility.
3. Use of the teacher's desk, materials, or any classroom computers is strictly forbidden.
4. **Ensure you and all your group leaders are familiar with the policies and the guidelines in the User Agreement form.** This is especially important for groups/teams that have multiple leaders/coaches.
5. **It is your responsibility to let us know in advance if you do not use the school on any given date.** If a room is unlocked for you and your group does not show up, we risk the possibility of theft - by anyone who may enter the room during this period. Absences without notice may result in the loss of your scheduled time for the rest of the year.
6. **You will be charged janitorial fees if you book use of SAJS and EAEC/A on a weekend and fail to inform us of a cancellation.** If you email your cancellation request to the CEC, ensure your message has been received - since the CEC may be out of the office from time to time. Normally the CEC will respond to your request with a confirmation. If you do not receive this, then phone the office so we can cancel the janitor scheduled for your event.
7. In the case of a **storm/school cancellation**, all activities at the school will be canceled as well.

GYMNASIUM POLICIES:

1. **Applicants may be limited to one GYM time slot a week** to ensure as many groups as possible have access to the gym.
2. If a group is willing to share the divided gym with another group they MAY be permitted a second time slot. However they will not be granted more than two shared time slots a week.
3. Whenever possible the gym will be divided by the curtain to allow two groups to use the gym simultaneously.
4. **The earliest time slot of the night will start at 5:00 p.m.** Early evening times will be reserved for young participants.

5. **The last time slot will end at 9:30 p.m.**
6. Groups must leave the school on or before the booked "end time" to ensure they do not encroach on the schedule of the next group.
7. **Equipment is NOT automatically included in the booking.**
You may only request use of the: nets (soccer / volleyball / badminton) or the large blue gym mats. They must be returned to their proper storage place.
8. **Only coaches / group leaders are allowed to enter the equipment room to retrieve / return equipment.** If your group leaves this room in a mess you risk losing use of the gym. This has been a problem in the past, especially with groups who have multiple coaches. **Please ensure your coaches know the rules.**
9. If your participants use the locker rooms, group leaders are urged to check these rooms upon arrival and before departure so you are aware of how they have been left.
10. Food, beverages and street shoes are banned from the gymnasium.