



## **ADMINISTRATIVE GUIDELINE**

**Title: Joint Use Agreements**

**Effective Date: May 4, 2000**

**Responsibility: Superintendent of Business**

The primary purpose of Near North public schools is to educate learners to their fullest potential in preparation for life-long learning.

Whenever possible, Board facilities are available to the whole community for activities that will not interfere with regular school programs according to the regulations and procedures established by the Board. It shall be the policy of the Near North District School Board to consider requests from communities to enter into agreements to share Board-owned facilities such as libraries, gymnasiums, playgrounds, etc. in an effort to avoid unnecessary duplication of facilities.

Any such reciprocal or other arrangement shall be governed by specific agreements which shall be drawn up between the Board and the community.

### **1.0 TERMS OF AGREEMENT**

All agreements to share facilities, entered into between the Board and community, shall include but shall not be limited to the following information:

- A. Purpose of the agreement (Identify area/areas to be shared)
- B. Period of the agreement
- C. Costs to be shared if applicable (utilities, custodial, maintenance, renovations, etc.)
- D. Staffing arrangements
- E. Hours of operation
- F. Insurance coverage requirements of both parties
- G. Security of facility and contents
- H. Supervision requirements

### **2.0 ACCEPTANCE OF AGREEMENT**

The agreement shall be effective once duly signed by the Superintendent of Business/Designate and the other party and shall remain in effect unless cancelled by either party with 90 days prior notice. Amendments to this agreement must be by mutual consent.