



JOINT USE AGREEMENT: FACILITIES

INFORMATION PACKAGE FOR:
COMMUNITY USERS OF SCHOOL FACILITIES



EXPECTATIONS OF SCHOOL FACILITY USERS

The use of facilities under the Joint Use Agreement is a privilege. At all times, your behaviour should reflect that of a guest invited into someone's home. The group representative/supervisor should:

- Have a copy of your license with you at all times.
- Read and meet all the requirements outlined in the Booking Agreement.
- Be aware of safety protocols in place
- Use the designated entry at all times
- Supervise the entry and exit of all your participants.
- Maintain responsibility for the behaviour of your participants at all times.
- Show respect for the facility, any equipment you use, and the authority of the staff person in charge of the facility.
- Report any damage or behaviour issue to the staff person on site immediately, complete the City of Edmonton incident report form, and forward to Facility Bookings as soon as possible.
- Read and follow all instructions in the School Facility Regulations attached to the booking agreement as Schedule "C"

INSTRUCTIONS FOR DEALING WITH USER GROUP BEHAVIOUR ISSUES

All user groups are expected to:

- Be responsible for the behaviour of participants at all times.
- Show respect for the facility and any equipment they use.
- Acknowledge the authority of the staff person in charge of the facility.
- Complete the City of Edmonton incident report form for any behaviour disputes and/or damage to the facility and forward to Facility Bookings as soon as possible.
- Assume responsibility for payment for any damages.

The staff on site at the school is expected to:

- Treat user groups as guests in the facility.

- Advise the person in charge of the group if behaviour is not appropriate.
- Use their authority to eject a user group from the premises at the time of an incident if the situation warrants.
- Complete the school district Incident Report Form for any poor behaviour and/or damage to the facility and forward to the school division rental office no later than the next operational day.

While facility staff does have authority to eject a user group at the time of an incident if the situation warrants, they do not have the authority to unilaterally cancel a booking or prevent a user group from using the facility in the future. All such decisions will be made in partnership between the school division and Facility Bookings.

CONTACT INFORMATION FOR SCHOOL USER GROUPS

City of Edmonton – Gym Bookings

Phone: 780-442-4544; Fax: 780-577-3527; gymbookings@edmonton.ca

BOOKING AND ALLOCATION PROCESS

The Framework

- Under the Joint Use Agreement, facilities are shared between the Partners of the Agreement (the City and the School Districts.)
- The Divisions make facility time available to the City and the City allocates that time to community user groups.
- User groups are customers of the City, not of the School Divisions. All requests for use of school facilities are to be made to the City.

Annual Booking Cycle

Spring

- School divisions compile inventories of availability of gymnasiums and other school spaces and forward to the City.
- The City advises users and potential users with booking information.
- User groups make requests by deadlines.
- School Divisions forward any and all misdirected requests for Joint Use of schools to the City.
- City ensures requests meet Operating Guidelines and advise ineligible applicants for options for rentals outside of the JUA

Summer

- City allocates available time slots to users in accordance with agreed allocation procedures and provides licenses to user groups.

Fall

- Facility use season begins.

Cancellations by User Groups

- User groups are required to provide 16 days notice of cancellation of booking dates.
- Fees will be refunded for any cancellations meeting the timeline.
- There will be no refund for no-shows or cancellations with less than 16 days notice.

LOG-IN PROCESS

- The user group representative will ring the doorbell (10 minutes prior to commencement time on the booking agreement). The custodian will confirm the booking rental number, the rental date and the start time match the joint use rental calendar. If the information matches, the group will be let in. Doors remain locked and the group is expected to manage the entry and exit of their participants.
- A Walk-Through is required before and after every rental, with an inspection by the custodian and group rep of the booked area (including floors). The Log-In sheet should be initialed by both.
- If more than one team or class shares a booking slot for the same organization it is the groups' responsibility to do inspections between teams/classes and manage the entry for the next team/class.
- If the custodian is not available at the gym, please do your own inspection. If anything appears out of place or unusual, please take a photo for reference if needed and advise custodian when available.
- At the end of the booking repeat the inspection, initial the post walk-through box and record the departure time in the Time Out space.
- Should the group fail to arrive the custodian will enter "No Show" in the "Time In /Time Out" space.

JOINT USE LOG-IN SHEET

School: _____

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

Date:	Time IN:	Initial Walk Through:
Group Name:	Time OUT:	Post Walk Through:
Group Rep:	Rental #:	Room/Gym:

JOINT USE AGREEMENT INCIDENT REPORT FORM

INCIDENT REPORT

Supervisor to forward the completed report to The City of Edmonton by fax (577-3527) or email
gymbookings@edmonton.ca

To be used for all incidents which involve property damage

Location/Facility:			
Date of Occurrence: (MMDDYYYY):		Time of Occurrence (24:00):	Date Reported (MMDDYYYY):
Reported to (Name of Staff Person or Supervisor at the facility):			Phone #:
Cause of Incident			
Name:	Phone #:		Date of Birth(MMDDYYYY):
Address:			
Description of Incident: Write your observations of the incident in chronological order, in as much detail as possible.			
Extent of Damage:			
Action Taken:			
Reported by (Signature) X	Name:	Phone #:	Date (MMDDYYYY):
		Payroll #:	

This information is collected under the Authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to record accident information. It may also be disclosed to third parties to verify the information given. It is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure, contact the Director of Risk Management, 10th Floor, Chancery Hall, (780) 496-5139. THIS REPORT IS MADE EXCLUSIVELY FOR THE USE OF THE CITY SOLICITOR FOR HIS/HER INFORMATION AND ADVICE THEREON IN THE EVENT ACTION IS BROUGHT.