



## Ministry of Education

### PUBLIC SCHOOL FACILITIES USE POLICY 2015

It is the policy of the Government of Anguilla, through the Ministry of Education, to permit responsible individuals or organizations to use school facilities where the main purpose of use is to benefit the Anguillan Community, as long as there is no interference with the educational process. Responsibility for the proper use of school buildings and equipment rests with the Chief Education Officer.

#### Definitions

- **School facilities** refer to any building, furniture, equipment or premises of a public school.
- **A Long term rental** refers to a rental for two (2) or more consecutive weeks or weekends or a rental for an activity that reoccurs at regular intervals over an extended period lasting more than six months ( eg. every Thursday for one year)

This policy covers all functions/events which are held in school facilities after 4:00pm and before 7:00am Monday through Friday, anytime on Saturdays and Sundays or during school vacation breaks.

***This policy is not applicable to the use of school facilities as hurricane shelters, during elections or for activities of or endorsed by the respective school that take place during the above-mentioned time frames.***

#### Order of Priority For Use of School Facilities

Order of Priority for use of school facilities, shall be as follows:-

1. The Respective School's Activities (eg. student performances, sports activities, graduation, school clubs etc)
2. Other Public Schools' Activities
3. Civic Related Activities (eg. use by Government Departments, Town Hall Meeting, Consultations)
4. Private Schools' Activities
5. Community based education/sporting Activities
6. Activities by non-profit organizations (eg. Scouts, Guides, Cadets, Church Youth Groups, Lions, Optimist)
7. All Other



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### Application

1. A person or organization desirous of using school facilities, must seek permission to do so. A completed **Application for Use of School Facilities form** (and Certificates (s) of Insurance, if applicable) must be submitted to the Department of Education, The Valley, Anguilla 30 days before the expected date of use.
2. If permission is granted, payment of the following fees must be made 2 weeks before the event:-
  - a. A refundable deposit must be paid by all applicants (**excluding Government entities**) for any damages that may be incurred under the value of the deductible of the insurance, if applicable.
    - i. Long term rentals – US\$ 200.00
    - ii. Short term rentals
      1. Greater than 6 hours – US\$ 150.00
      2. Less than 6 hours – US\$ 100.00
  - b. Facility use fees as set out in Annex A and B.

**It is suggested that all applicants obtain and review this policy in its entirety.**

### Condition of Use

1. There are certain restrictions upon the use of school facilities. The applicant is solely responsible for the fulfillment of the regulations of the following when using the facilities :-
  - a. The Royal Anguilla Police Force
  - b. Department of Disaster Management
  - c. Fire Department
  - d. Inland Revenue Department
2. Smoking is prohibited in the buildings or on the grounds of any school.
3. Alcoholic beverages are not to be sold on any school premises.
4. Police presence may be required for a particular activity. The applicant is responsible for making these arrangements and for payment of the same.
5. The applicant or a representative of the applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators.
6. When minors are using a facility, they are required to have adult supervision at a ratio of at least 1 to 15.
7. Food and Beverage use is limited to clearly defined areas for which written approval has been given.



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8. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the applicant. The deposit will be forfeited and the applicant will be billed for any repairs needed to restore the facility and/or the equipment to its original state if the cost of those repairs exceed the amount of the deposit paid.
9. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Principal of the school.
10. No electrical apparatus (eg. accent lights, colour changers) shall be connected to any lighting system unless it is first inspected and approved by technical personnel of the Government of Anguilla.
11. Where school buildings are being used, entrance to the property shall be permitted ONLY via the main doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that authorized personnel shall unlock main entry doors for entrance by authorized persons as scheduled (eg fifteen minutes before scheduled start). Facility shall be unlocked as necessary to accommodate persons while in the building.
12. Access to the facility will be available only as clearly indicated on the approved application form.
13. Equipment of the applicant, (including scenery and furniture), may not be moved into and out of the building during school hours unless authorized by the Principal.
14. The applicant must satisfy the Principal that the person designated to operate the lighting, etc is qualified to do so. In the absence of such a person, a suitably qualified person identified by the principal shall be engaged at the expense of the applicant.
15. It is the policy of the Ministry and Department of Education not to loan school materials and equipment to individuals and groups <sup>1</sup>.

### **Insurance Coverage**

**The section applies when the Chief Education Officer is satisfied, based on the activities proposed by the applicant, (excluding Government entities) that insurance may be necessary for the protection of the school facilities.**

1. The organization shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities of the applicant and any agents, representatives and employees. Insurance Companies must be licensed by the Government of Anguilla. The cost of such insurance,

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i) <sup>1</sup> Exceptions include items given as gifts and intended for use by the general community.



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including required endorsements and amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusion.

2. A certificate of insurance, with minimum limits of US\$100,000.00 for general liability (covering bodily injury and property damage combined and personal injury) must be delivered to the CEO via the Principal for review prior to the date of the activity.
3. All Certificates of Insurance must include the Department of Education as an additional named insured.

### Clean Up

1. Neither the Department of Education, school nor its custodian on duty assumes any responsibility for cleanup.
2. All decorations, furniture, trash and other materials used shall be removed by the applicant immediately after the completion of the function or within the time agreed with the Principal.
3. Schools will not be responsible for any material left behind. **- IT WILL BE REMOVED AND THE APPLICANT WILL BE CHARGED FOR ITS REMOVAL.**

### Fees

1. When school buildings are used for the purpose other than for school use, additional expenses, including lighting, air conditioning and other operating expenses (wear and tear) are incurred by the public school system. Therefore, fees are charged by the Department of Education to cover these costs.
2. It is understood that fees shall be charged for use of school facilities as outlined by the Fee Schedule attached to this policy.
3. The Ministry of Education has determined the fees to be charged based upon the following classifications:
  - a. Local Agency
  - b. Regional Agency
  - c. International Agency
4. The Chief Education Officer reserves the right to grant, at his/her discretion, free use of any school facility to any educational, charitable or governmental agency. The Chief Education Officer reserves the right to modify or repeal this practice at any time.
5. A piano tuning fee based upon the standard scale will be added to rental invoices for use of school pianos.



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6. Long-term rentals will be billed up front at 50% of the total rental fee with the balance to be paid midway through the rental period. At no time will custodial charges be waived or discounted.

### Payment

1. If the use of the school facilities is approved, the applicant will receive an **approved** (signed) Application for Use of Facilities Form along with a bill for facilities use, equipment, custodial and any other fees. Payment of fees and the refundable deposit **MUST** be made **2 weeks** in advance of the first use date. Cheques must be made payable to the Government of Anguilla and paid at the Department of Education. Any returned cheque will be subject to a US\$30.00 Returned Cheque Fee and possible revocation of application.
2. If payment is not received on the due date, the application will be considered cancelled.
3. A refund of deposit is made under the following conditions:-
  - a. There is no damage to school property.
  - b. The premises have been returned to its original state.
  - c. There are no outstanding charges.

### Miscellaneous

1. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building and for any services required by the applicant in accordance with the use of the facilities approved.
2. Custodians have no responsibility to groups, as they have regular duties to be completed.
3. On days when school has been canceled because of emergency situations, the school buildings may not be available. Under such circumstances, the availability of the school should be confirmed by the applicant.
4. The Ministry and Department of Education accept no responsibility or liability for the cancellation of an application for the use of school facilities in case of an emergency which results in the closure of a school.
5. All questions concerning use of school facilities and other particulars should be directed to the Principal of the school or the Chief Education officer.



### **The Use of Schools Facilities for Camping Purposes**

1. There are occasions when specifically designated areas of a school may be used for the purpose of camping. The use of the school facilities for this purpose is within the sole discretion of the Chief Education Officer. The applicant must provide in writing, the details of the proposed camp, including the number and age range of the persons who will be occupying the said space.
2. Additional expenses will be incurred by the public school system as a result. These include expenses due to water usage, electrical charges (including lighting, air conditioning and the use of appliances), the use of gas if access to the kitchen is given and other operating expenses (wear and tear). Therefore, fees are charged by the Department of Education to cover these costs. Please see Annex B for the Fee Schedule applicable in this case.

### **Teachers within the service using School Facilities for Private Purposes**

1. There are occasions when specifically designated areas of a school may be used by teachers for the purpose of holding private classes in accordance with the provisions of the ***Policy on Teachers Engaged in Private Tutoring***. Such use is permitted at the sole discretion of the Chief Education Officer.
2. Additional expenses will be incurred by the public school system as a result. These include expenses due to water usage (bathrooms), electricity and other operating expenses (wear and tear). Therefore, fees are charged by the Department of Education to cover these costs. Please see Annex A for the Fee Schedule applicable in this case.  
***Teachers who have been granted permission will receive a 20% discount on fees listed.***
3. Exemption from the above fees can be given by the Chief Education Officer through the granting of written permission, after consideration is given to the following factors:-
  - a. whether or not a fee is being charged for the service;
  - b. the amount of the fee charged for the service;
  - c. whether or not the teacher is providing a community service;
  - d. the nature or needs of the target group.