



Joint Use Agreement

Cooperating for Edmonton

A guide to help you get the most from the Joint Use Agreement



What is the Joint Use Agreement?

Established in 1959 and revised in 1996, the Joint Use Agreement (JUA) is a formal agreement between the City of Edmonton, Edmonton Public Schools and Edmonton Catholic Schools. The JUA makes schools available to community groups in after-school hours, and arenas, pools and other City facilities available to school children during school hours. The agreement also clarifies how the three partners will work together to design, build and maintain school and park sites.

Principles of the Joint Use Agreement

Shared Use	Shared Cost
Cooperative Planning	Equal Partnership
Consultation	Reserve Land Dedication
Efficiency and Effectiveness	

Community Benefits

The success of the Joint Use Agreement relies on collaboration. The three partners have been working closely with each other and with community organizations to:

- bring facilities and communities together.
- provide an opportunity for children and youth to participate in recreational activities.
- provide a wide variety of no-cost and low-cost activities.
- lower taxes through shared use of facilities, reducing the number of facilities needed.
- provide a venue for community sports groups to have annual input into the fees structure.



Edmontonians of all ages benefit from the Joint Use Agreement.

Schools are accessible in the late afternoon, throughout the evening, and on weekends to community sports, recreation, arts and cultural groups. These groups use school facilities such as:

- gymnasiums
- classrooms
- playing fields
- open indoor areas
- music rooms
- theatres
- sports equipment

Likewise, students participate in activities that enhance their education and exposure to a variety of activities. When City facilities are relatively quiet during the day, students gain access to:

- pools
- running tracks
- tennis courts
- sports fields
- ice arenas
- picnic sites
- cross country skiing trails
- river valley trail system
- sports equipment and storage space (tennis nets, hockey nets, track and field equipment)

Bookings can be long or short-term and are negotiated on an annual basis. Short-term, one-time bookings are also possible.

The Joint Use Agreement also plays a role in land acquisition and maintenance of school facilities and park sites. After a school is built and the park site is developed, the three partners maintain the school and the park. Edmonton Public Schools and Edmonton Catholic Schools are responsible for the up-keep of their gyms, classrooms and equipment. The City of Edmonton Community Services takes care of sports fields, playgrounds and park sites.

How do the Joint Use Agreement committees operate?

Under the umbrella Joint Use Agreement Steering Committee, which consists of representatives from the three partners, three sub-committees provide the structure for ongoing collaboration and cooperative planning:

- The School and Recreation Facilities Committee
- The Sports Field Committee
- The Site Planning and Facility Design Committee

Each committee has its distinct focus and priorities. The members of each committee consist of volunteers from the groups that use schools and sports fields, and staff from the three Joint Use partner organizations. Together, they identify issues and develop creative solutions to forward to the Steering Committee for consideration and implementation. Decisions are based on consensus guided by a set of mutually agreed upon shared principles.

Use of School Gymnasiums

The Joint Use Agreement allows community groups to use school gymnasiums in after-school hours at low cost or no cost to minors within facility guidelines.

How much space and time is available to gymnasium users?

- All users are entitled to a fair share of gymnasium time based upon the needs of play among all users and the available supply of gyms. A fair distribution of existing gyms is met through Standards of Play developed by users, and reviewed annually.
- School gymnasiums are reserved for school use until 6 p.m. on school days.
- Scheduled league games take precedence over practice or casual bookings.
- Gyms are booked in one-hour time slots.

Fees:

Fee information is available through the booking agent. Your group may be eligible for free or low-cost use of the gym.

How to book a gymnasium?

All community uses of schools are booked centrally as follows:

To book an Edmonton Catholic Schools' gymnasium call:

City of Edmonton
Community Services
Bookings and Information
at 496-4999

To book an Edmonton Public Schools' gymnasium call:

EPS Leasing & Rental Services
at 429-8539/40

- Or, you can fill out a booking application form, sent to sports group each spring, and forward it to the appropriate booking agent before June 1. (Bookings agents will confirm bookings in accordance with priorities under the Joint Use Agreement by August 31.)
- Bookings cannot be arranged through the school principal or the school administration.



Gymnasium Classifications:

- Class AA = major gyms over 500 sq. m.
- Class A = larger gyms suitable for adult and team competitive play
- Class B = smaller gyms found in high schools and junior highs (400-500 sq. m.)
- Class C = small gyms (350-400 sq. m.)
- Class D = gyms mainly in elementary schools (less than 350 sq. m.)

Gymnasium Cancellations:

- User groups must provide 7 days notice to cancel a confirmed booking.
- If an application is cancelled for a school or public event, booking agents will try to provide a comparable school site or an alternative date at the same school.
- A booking may be cancelled if there is less than the minimum required (10) participants.
- A booking may be cancelled if the user's conduct is unsatisfactory.

How is any damage to school property handled?

- School custodians and the user group representatives do a "walk through" prior to and following each activity. If new damage is found at the end of a booking, it is the responsibility of the user to pay for damages.
- If the school has any difficulty with a group, the booking agent will contact the group to bring the issue to their attention. If the issue is serious the booking will be cancelled.

What is the school's responsibility in providing gymnasium space?

- Schools provide a list of "omit dates" when the school is unavailable to be booked.
- Booking agents inform principals of all bookings in advance.

What is the user group's responsibility in booking a gym?

- Adherence to conditions of the license agreement.

Use of Ice Arenas

The Joint Use Agreement allows schools to use City-owned arenas during school hours at no cost within the facility's guidelines. The JUA also provides a consultation process for community sports groups and schools to have input into arena maintenance, fees structure and ice allocation.

How much JUA space and time is available to arena users?

- All users are entitled to a fair share of arena use based upon needs among all users and the available supply of arenas. A fair distribution of existing arena time is met through the Standards of Play developed by users, and reviewed annually.
- Arenas are reserved for school use from 8:30 a.m. to 3:30 p.m. on school days.
- After 3:30 p.m. schools will be levied the current fees and charges for minor sports groups, if the ice time is available.
- Competition play takes precedence over practice or casual bookings.
- Arenas are booked in one-hour time slots.

Fees:

Fee information is available through the booking agent. Your group may be eligible for free or low-cost use of the arena.

How to book an arena/ice time?

City-owned arenas are booked centrally.

Call: City of Edmonton Community Services Bookings and Information at 496-4999

- Or, you can fill out an arena booking application form, sent to sports groups and schools each spring, and forward it to Community Services Bookings by mid-May.

Are arenas open to the public during a booking?

- **Schools** - The licensed school group will get exclusive use of the arenas they book. The arenas are not open to the public during school use of JUA ice time.
- **Sports Groups** - The licensed user groups will get exclusive use of the arena they book. However, the arena site will remain open to the public in after-school hours and during school hours when not used by schools.

License of Occupation:

The arena user will receive a License of Occupation from Community Services when the booking application is approved. The school or group must be prepared to show it on request.

What specific arena guidelines apply only to schools through JUA use?

- Arena access cards are available to the school representative for three or more bookings in "one ice sheet" arenas. Arenas may not have staff present during your booking. However, the access card and a training orientation will be provided by Arena Operations.
- Users will be billed per card for replacement of a lost access card.
- Ice may not be flooded or scraped before your time slot.
- If the school user does not lock the doors or set the alarm, and the security company responds to the alarm, the school will be levied the cost.
- The school user is responsible to keep the building in the same clean condition as it is found.

What is the cancellation policy?

- Notice to cancel a booking or a casual reservation must be given to Community Services Bookings 5 working days in advance or a penalty charge will be levied. (A complete set of guidelines is included with the license.)



What is your sport group or school responsible for in booking an arena?

- Completing annual applications for desired arena times as per the City's Bookings guidelines.
- Teachers must fill in the Operators Daily Schedule and leave it at the arena after use.
- Adherence to conditions of license agreement.

For questions about arena/ice maintenance, or to report a problem at the arena call: Arena Operations at 496-6991

What happens if a group causes damage?

- Community Services staff inspect and prepare the arena facilities prior to and following each activity. If new damage is found at the end of a booking, it is the responsibility of the user to pay for damages.
- If your sports group or school has a problem with any other arena user group, contact Community Services and the booking agent will contact the group. If the problem is serious the booking will be canceled.

List of Arenas

Callingwood Twin	17740 - 69 Ave.
Castle Downs	11520 - 153 Ave.
Clareview	3804 - 139 Ave.
Confederation	11204 - 43 Ave.
Coronation	13500 - 112 Ave.
Crestwood	9940 - 147 St.
Donnan	9105 - 80 Ave.
Glengarry	13340 - 85 Ave.
Grand Trunk	13025 - 112 St.
Jasper Place	9200 - 163 St.
Kenilworth	8311 - 68A St.
Kinsmen Arenas	1979 - 111 St.
Londonderry	14520 - 66 St.
Michael Cameron	10404 - 56 St.
Mill Woods	7207 - 28 Ave.
Oliver	10335 - 119 St.
Santa Rosa	6725 - 121 Ave.
South Side	10525 - 72 Ave.
Tipton	10828 - 80 Ave.
Westwood	12040 - 97 St.

Use of Pools

The Joint Use Agreement allows schools to use City-owned swimming pools during school hours at no cost within the facility's guidelines. The JUA also provides community sports groups and schools the opportunity for annual input into the pool fees and charges structure.

How much JUA space and time is available to pool users?

- All users are entitled to a fair share of pool time based upon the needs among all users and the available supply of pools. A fair distribution of after-school pool time is met through the Standards of Play developed by pool users, and reviewed annually.
- Pools are reserved for school use until 4 p.m. on school days.
- Competition play takes precedence over practices or casual bookings in after-school hours.

Fees:

Fee information is available through the booking agent. Your group may be eligible for free or low-cost use of the pool.



How to book a pool?

To book a City-owned pool, call the preferred pool directly:

*A.C.T.	2902 - 113 Ave.	496-7972
Bonnie Doon	8648 - 81 St.	496-1917
Confederation	11204 - 43 Ave.	496-1446
Coronation	13808 - 111 Ave.	496-1400
Eastglen	11426 - 68 St.	496-7384
Grand Trunk	13025 - 112 St.	496-8761
Hardisty	10535 - 65 St.	496-4853
Jasper Place	9200 - 163 St.	496-1412
*Kinsmen Sports Centre	9100 Walterdale Hill	496-7311
Londonderry	14528 - 66 St.	496-7349
Mill Woods	7207 - 28 Ave.	496-2931
O'Leary	8804 - 132 Ave.	496-7377
Scona	10450 - 72 Ave.	496-8758

Contact Outdoor Pools at 449-6555.

NOTE: * denotes outside JUA; use is at full cost to the school.

Or, you can fill out a pool booking application form sent to sports groups and schools each spring and forward it to the respective pool by May 31. (Confirmation of school bookings will be made annually by first week of September.)



Are pools open to the public during a booking?

- **Schools** - get exclusive use of the areas they book. However, the facility may remain open to the public. If school groups are small enough, and compatible, they may be asked to share the facility.
- **Sports Groups** - in after-school hours, the user group will get exclusive use of the area booked. However, the pool site will remain open to the public.

License of Occupation:

The pool user will receive a License of Occupation from Community Services when the booking application is approved. The school or group must be prepared to show it on request.

What specific guidelines apply only to schools for JUA use of pools?

- School teaching staff are responsible for all supervision and discipline of students anywhere in the facility. Students will not be allowed in the water without a supervising teacher on the pool deck.
- All City swimming pools require children under the age of 8 years be supervised by an adult in the water within arms reach.
- A ratio of one supervisor per classroom, and one supervisor in the water per 5 students under the age of 8 years is required.
- For school directed programs or recreation swimming, there is no charge for the first 60 students for non-structured recreational swim. If more than 60, a fee will be levied for each additional 60 people or portion thereof.
- Instructional swim courses are available at varying costs to the school. Contact the preferred pool for details.
- Facility programs and learn-to-swim programs will be given priority over school recreational swims.

What is the cancellation policy?

- Cancellation notice of a recreational swim booking is required 7 days prior to the booking date. A penalty charge will be levied if the school or group fails to notify the appropriate pool contact.
- Cancellation notice of a program booking is required one month in advance, or a penalty charge will be levied per instructional station cancelled. (The penalty will not be charged if another class of the same size can be found to replace the cancelled booked time.)
- All penalty charges must be paid in full before booking privileges are re-instated.

For questions about pool maintenance, or if a problem occurs at the pool, contact the pool directly.

What happens if a group causes damage?

- City of Edmonton staff inspect and prepare the pool facilities prior to and following each activity. If new damage is found at the end of a booking, it is the responsibility of the user to pay for damages.
- If your school has a problem with any other pool user group, call the pool contact and they will contact the group. If the problem is serious the booking will be cancelled.

Use of Sports Fields

The Joint Use Agreement provides free playground and field maintenance for school sites to standards approved by City Council. The JUA also allows community sports groups to use the fields at low cost and to have annual input into sports field maintenance and the fees structure.

How much space and time is available to sports field users?

- All users are entitled to a fair share of fields based on the needs of all users and the available supply of fields. A fair distribution of existing fields is met through the Standards of Play developed by users, and reviewed annually.
- Fields located on school grounds are reserved for school use until 6 p.m. on school days.
- Scheduled league competitions take precedence over practice or a casual bookings.
- Fields are generally booked in one-hour time slots. Half-hour time slots are available.

Fees:

Fee information is available through the booking agent. Your group may be eligible for free or low-cost use of a field.

How to book a sports field:

City-owned sports fields (or picnic sites) are booked centrally. Call: City of Edmonton Community Services Bookings and Information at 496-4999

- Or, you can fill out a sports field booking application form, sent to sports groups and schools each spring (or found on the City of Edmonton Web site at www.gov.edmonton.ab.ca), and forward it to Community Services Bookings.



Are sports fields open to the public during a booking?

No. The licensed user group will get exclusive use of the areas they book. However, the school/park site will remain open to the public.

License of Occupation:

The sports field user will receive a License of Occupation from Community Services when the booking application is approved. The school or group must be prepared to show it on request.

Lawn and Field Maintenance:

- Fields are resodded or reseeded as part of the sports field conservation program, with 7-10 fields completed each year. Work is dependent upon annual budget and size of field/project.
- School fields/lawns (up to 15 metres of building) are mowed up to 10 times per season, depending on turf level/category.
- Field lines are drawn by the City of Edmonton Community Services' district maintenance on over 500 fields, including school programs, soccer, football, rugby, all premier and Class B fields.
- Sports field groups, and schools wanting additional field markings, can borrow equipment from district maintenance offices and draw lines themselves, but must first attend a field marking workshop. A limited supply of paint and materials are available to field user groups. Contact your district maintenance office and book ahead to ensure paint and materials are available.

City of Edmonton Community Services - Field Maintenance Offices:

West District Office	496-7320
Sports Fields	975-2466
East District Office	496-1901
Sports Fields	975-2464
South District Office	496-1475
Sports Fields	975-2465
All Districts	
Field Markings	496-1901
Field Closures	496-4999
	Code #1

Sports Fields Classification:

- Class A = Commonwealth Stadium, Clarke Stadium, Foote Field, and Telus Field.
- Class B = Coronation Park Bowl, Jasper Place Bowl, Goldstick Park, John Fry Park, and Rollie Miles Athletic Field.
- Class C: Premier = shale diamonds and rectangular fields (usually within quarter mile tracks).
- Class C: Standard = all other grassed infield diamonds and rectangular sports fields (neighbourhood park/school sports field sites).



What is your group responsible for in booking a sports field?

- Adherence to conditions of the license agreement.
- Ensure no vehicles are allowed on any playing field or turf area at any time.
- Groups must have written permission for onsite concessions, beer tents, gift shops, and maintenance vehicles.

What happens if a group causes damage?

- City of Edmonton Community Services staff inspect and prepare the fields and facilities. If new damage is found at the end of a booking, it is the responsibility of the user to pay for damages.
- If your sports group has a problem with any other sports field user group, contact the Community Services Bookings and they will contact the group. If the problem is serious, the booking will be cancelled.

Special Projects:

- Hard play surfaces and playgrounds can be built on your school property.
- Wood lots and naturoscapes can also be built on school property. A user-friendly workbook for teachers and students is available.

To create a healthy and educational green space, contact your City of Edmonton Community Services Community Recreation Coordinator at:

West Service Area	496-7320
East Service Area	496-1901
South Service Area	496-5910
Central Service Area	496-7275

Land Acquisitions for School/Park Sites

Land Acquisitions for School/Park Sites

The Joint Use Agreement provides an opportunity for community groups and the three partners to ensure school and park sites are co-operatively planned through the JUA Site Planning and Facility Design Working Sub-Committee.

The role of the Municipal Government Act (MGA):

The Municipal Government Act provides the framework for planning.

- Enables municipalities and school authorities to obtain lands for parks and school purposes.
- Requires developers dedicate a portion of land (or cash in lieu) to the municipality and/or school boards upon subdivision.
- Directs these reserve lands be used for schools, parks and other public recreation purposes.

Combined School/ Park Sites

- School and park sites are identified in the municipal planning process.
- Portions of the sites are allocated for sports fields, playgrounds, community league buildings, school buildings and associated parking in concept plans.
- Developing combined school and park sites requires less land than stand-alone school and park sites, and creates a neighbourhood focal point.



Joint Use Agreement



Key Contacts

Bookings:

To book:

- Catholic Schools' Gymnasiums
- Sports Fields
- Ice Arenas
- Picnic Areas

496-4999 City of Edmonton
Community Services
Bookings and Information
www.gov.edmonton.ab.ca/comm_services/city_wide_services/

To book:

- Public Schools' Gymnasiums

429-8539/40 Edmonton Public Schools
Leasing and Rental Services
<http://jus.epsb.net/>

Book pools directly as per list in guide.

Arena Maintenance: 496-6991

Field Maintenance:

West District Office	496-7320
Sports Fields	975-2466
East District Office	496-1901
Sports Fields	975-2464
South District Office	496-1475
Sports Fields	975-2464
Field Markings:	496-1901
Field Closures:	496-4999 Code #1 (all districts)

For more information on the Joint Use Agreement contact:

JUA Coordinator

Telephone: 496-3090

Fax: 496-4942

E-mail: jointuse@gov.edmonton.ab.ca

Address: 5th Floor,
Revillon Building
10320 - 102 Avenue

Mail: P.O. Box 2359
Edmonton, AB T5J 2R7