




School Responsibilities Under the Joint Use Agreement

Administrative Regulation 600.1

1. School doors shall be unlocked fifteen minutes before the commencement time shown on the rental agreement and locked fifteen minutes after the commencement time shown.
2. The joint use group representative and the school staff member shall walk through the areas booked before and after the booking to inspect the premises for damages.
3. Equipment will be issued at the beginning of the activity.
4. Edmonton Catholic Schools central booking agent is to be advised by the school custodian on duty the following day of any unacceptable conduct and/or damage.
5. When a principal cancels a joint use group's booking the following shall apply.
 - a. The principal shall give Edmonton Catholic Schools central booking agent a minimum of seven (7) days notice, except in the case of an emergency (e.g. power failure).
 - b. The principal shall attempt to provide the joint use group with an acceptable, equivalent space and time. This shall not result in the cancellation of any other joint use group.
 - c. In the event that the principal cannot provide the above notice or offer an equivalent space and time, and an alternative facility cannot be arranged through the rental clerk, the joint use group's expenses, up to a maximum of \$50.00 shall be reimbursed, upon presentation of proof of expenses.

Reference: School Act Section 62(1.c),195,197	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 119, 604	Date(s) Revised: June 12, 2002