



Section 6B: Operations - Workplace

Policy 6.04: Temporary Accommodation for Visiting Groups

Supporting Policies:

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

*Approved by Board Resolution #154-1998 06 23
Amended by Board Resolution #019-2019 02 26
Reviewed by Board Resolution #020-2024 02 27*

Temporary accommodation between the hours of 5:00 pm and 7:30 am for visiting school/student groups in transit through Board communities may be provided, in accordance with the following conditions.

1. The accommodation provided shall be in an acceptable area (divided gymnasium) with washroom and shower facilities.
2. A written application on the letterhead of the requesting school/student group shall be received a minimum of one (1) month in advance.
3. Specific information required shall include the name, number, and identified gender of all students and/or visitors, as well as the names of supervisors, exact arrival and departure times.
4. Confirmation of accommodation shall be in the form of a rental permit, issued by the Community Use of Schools Supervisor.
5. Circumstances may warrant a charge to the visiting group, which will be clarified at the time the permit is issued.
6. The Director or designate may, in an emergency situation, waive or alter the conditions outlined above.