



Community Use of School Gyms and Fields



The City of Prince George and School District No. 57 work together to offer school gyms and fields for recreation use to the community through a Shared Use Agreement.

The City of Prince George is responsible for booking community use in School District (SD 57) gyms and fields from September to June:

Monday – Friday after 5 pm
Saturday and Sunday all day

The partnership between the City and SD 57 supports community recreation for our community.

Annually, the City's books close to 300 different events, programs and meetings in over 30 school gyms and fields.



Representatives

Each community group has a **School Use Permit Holder** responsible for the booking and use.

The City of Prince George has an assigned designate, in the Parks Division, to ensure consistent communication of community use in SD 57 facilities and manage all booking requests.

SD 57 custodians are SD 57 representative on site during all community use.

Cancellations

Please fill out the **ONLINE Change/Cancel form** and if less than 16 days are given, charges may apply.

Schools may cancel community use due to extracurricular activities planned throughout the school year. SD 57 will provide the City, in writing, a notice of cancellation sixteen (16) days prior to any booked activity.

Schools are closed on all statutory holidays and over Christmas, spring & Summer break.

School Booking Process

Step 1: The booking process for all school gyms and fields begin with an online school application form through the City's website at princegeorge.ca/parkbookings. Please allow 14 days for processing.

Step 2: A **School Use Facility Contract & School Use Permit** are issued to review and approve. The booking is not secured until documentation is signed and insurance is submitted.

Step 3: Booking is not secure until:

- ✓ Signed **Contract & Permit is filed; and**
- ✓ Insurance documentation is filed.

Step 4: The permit holder or designate (program leader) will need to have a copy of the **School Use Permit** on site at all times. Only the space listed on the permit may be used and use of school equipment is not allowed unless arrangements have been made.

SD 57 custodians are onsite for all community use. Custodial rates apply for all weekend use.

Step 5: SD 57 doors are locked. Access to school buildings will be provided by the custodian to the permit holder or designate ONLY. Children will not be allowed to enter without an adult.

Children must not enter or be in the facility without an adult.

Please arrive and leave promptly. It is the permit holder or designates responsibility to gain access and then monitor participants arriving. Do not prop doors open. Please be courteous and follow facility rules and code of conduct.

It is the responsibility of the permit holder to ensure the booked group adheres to the hours listed on the permit and to leave the school promptly once the booking is over.

Offences and Loss of Privileges

Violations of code of conduct or rules and regulations will be documented. Discipline steps will be followed that may result in booking being cancelled and loss of facility use.

SD 57 Gyms & Fields booked by City of Prince George	Gym Size/ Ceiling Height	Mon - Fri	Sat - Sun
September – June (except John McInnis)			
College Heights Secondary	80 x 100/ 24	8-10 pm	7am – 10pm *SD 57 current custodial rates apply
DP Todd Secondary	80 x 100/ 24		
Duchess Park Secondary	170 x 105/ 27		
Shas Ti Kelly Road Secondary	80 x 96/ 21		
PGSS	89 x 100/ 25		
Beaverly	54 x 75 / 16	5-10 pm	
Blackburn	57 x 75/ 16		
College Heights	48 x 75/ 17		
Ecole Lac Des Bois	68 x 84/ 20		
Edgewood	48 x 81/ 16		
Foothills	54 x 98/ 15		
Glenview	45 x 78/ 20		
Hart Highlands	48 x 80/ 16		
Harwin	48 x 60/ 17		
Heather Park	93 x 69/ 23		
Heritage	47 x 79/ 16		
John McInnis Centre (12 months)	90 x 93/ 20		
Lac des Bois	68 x 84/ 20		
Malaspina	47 x 47/ 16		
Nusdeh Yoh	54 x 75/ 16		
Peden Hill	51 x 67/ 16		
Pinewood	54 x 75/ 16		
Polaris	47 x 79/ 16		
Quinson	51 x 74/ 16		
Ron Brent	48 x 60/ 18		
Southridge	83 x 50/ 23		
Springwood	46 x 78/16		
Spruceland	51 x 75/ 16		
Van Bien	54 x 76/ 17		
Vanway	51 x 81/17		
Westwood	50 x 71/ 16		

Please Note: Non Instructional Days are not considered school holidays but follow shared use hours available for community use.