



Community Use of School Gyms and Fields



The City of Prince George in partnership with 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 the booking of school gyms and fields for residents and community groups from September to June during the following times:

Monday – Friday after 5 pm
Saturday and Sunday all day

The connection with School District #57 (SD57) and its representatives is critical to building positive relationships and support for community use in the schools. Annually, the City's books close to 300 different events, programs and meetings in over 30 school gyms and fields.



Representatives

The City of Prince George has an assigned designate, in the Parks Division, to be the point of contact to ensure consistent communication.

A SD57 custodian is the on- site School District representative during community use. They will provide entry to the school to the scheduled program leader.

Cancellations

Please note schools are closed on all statutory holidays and over Christmas and Spring break.

Schools may have extracurricular activities planned throughout the school year which may make it necessary to cancel community bookings. The School District provides the City, in writing, a notice of cancellation of sixteen (16) days prior to any booked activity and the City will accommodate those SD57 activities and notify the program leader.

School Booking Process

Step 1: The booking process for all school gym and/or field requests begin with an online school application form through the City's website at www.princegeorge.ca.

The School Application form is available under Things to do/ Parks, Trails and Sport Fields/ Bookings. The application form should be submitted a minimum of 14 days prior to requested time.

Step 2: You will be contacted generally within two weeks to confirm your booking.

Step 3: A **facility contract** and **School Use Permit** will be drafted for you and/or your organization to review and approve.

Step 4: You will be required to:

- ✓ Sign the **facility contract**;
- ✓ Submit all required paperwork including insurance requirements; and
- ✓ Make full payment.

Once these are complete a **School Use Permit** will be issued.

Step 5: The program leader will need to have a copy of the **School Use Permit** on site at all times.

Step 6: Access to school buildings will be provided by the custodian to the leader of the group (or adult supervisor) only. It is the group leader's responsibility to appoint a responsible member of the group to stand at the door to provide access for remaining group members. A school custodian will be on the premises during all community use.

*Custodial fees are charged for weekend use.

Step 7: Any use of school equipment will be indicated on the **School Use Permit** and the custodian will be responsible for the release equipment to user groups. Groups are responsible for any damage or loss through theft or vandalism.

It is the responsibility of the organization to adhere to the booked hours on the School Use Permit and to leave the school promptly once the booking is over.

SD 57 Facilities & Fields booked by City of Prince George	Gym Size/ Ceiling Height	Mon - Fri	Sat - Sun
September - June			
College Heights Secondary	80 x 100/ 24	8-10 pm	7am - 10pm *rates apply
DP Todd Secondary	80 x 100/ 24		
Duchess Park Secondary	170 x 105/ 27		
John McInnis Centre (12 months)	90 x 93/ 20		
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		
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		