FACILITY JOINT USE AGREEMENT DO'S AND DON'TS

DO'S
• Do create a Master agreement that sets policy for the development of more specific agreements between schools and recreation committees/groups within the boundaries of the recreation partnership.
• Do create an attitude of being partners serving the community by responding to public needs.
• Do include school principal in discussions concerning safety, damage, insurance, and backing. Address concerns directly, promptly.
• Do include teachers in discussions. Teachers are protective and feel responsible for their classrooms. List supervision requirements and qualifications required of supervisors. Teachers are concerned with class preparation which they cannot do if class is being used. Be sensitive to this concern.
• Do include school custodian in discussions. You need this person on your side.
• Do form joint committee to solve problems. It can provide an arena to voice concerns and begin to solve them.
• Do make a presentation to school board (where appropriate) to address their concerns.
• Do show your appreciation to the school for use of facilities. Communicate this through school visits and to other contacts in community. Become a "champion of schools" in your community.
• Do have good supervision. Clearly outline responsibilities/duties.
• Do clearly indicate financial responsibilities regarding insurance, maintenance and damages.
• Do mobilize parents, community members to lobby for municipal and school support.

DON'TS
• Don't forget to identify a real need for joint use as opposed to a perceived one.
• Don't start negotiating for access to the schools without first developing a strategy.
• Don't try to fix blame for problems. Focus on solving them together.
• Don't deal with the wrong person. It will only waste time and build up frustration with the people you need on your side.
• Don't allow one concession you make lead to another, to the point where your needs are not satisfied.
• Don't force your ideas. Listen to what the other side has to say.
• Don't expect something for nothing. Be prepared to make concessions,
• Don't forget to consider insurance.
• Don't disband joint committees once negotiations are over. Many times it is difficult to re-establish relations. Instead, try to build on the base of support and participation you have established.


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