



School District No. 46 (Sunshine Coast)

Administrative Regulations

ADMINISTRATION

3550

RENTAL OF SCHOOL FACILITIES

The primary consideration of the Board regarding school facilities is their availability and readiness for school activities.

In addition the Board welcomes and encourages the use of school facilities by responsible community organizations and groups when not required for school purposes, in support of growth in community spirit, learning and health.

The rental of school facilities will be on a cost recovery basis.

A. Field Bookings

1. The district reserves the right to cancel any booking if, in the opinion of the principal or Manager of Facilities and Transportation, weather conditions have rendered a field liable to damage by use at the scheduled time.
2. Groups for whom the cancellation of the use of a playing field would cause a significant consequence, such as the loss of a position in league play, may be permitted to use the field provided an undertaking is given to indemnify the district for any damage caused by using it. The Manager of Facilities and Transportation shall judge if the undertaking is satisfactory and shall determine what damage, if any, requires repair.
3. Applications for the use of fields for minor ball should be submitted to central booking no later than March 15.
4. If school facilities are required in conjunction with activity on the grounds, a separate application shall be made to central booking.
5. Access to school fields is given on the understanding that:
 - (a) Adequate supervision shall be provided at all times;
 - (b) No alcohol or smoking shall be permitted on the fields;
 - (c) All refuse shall be placed in containers provided for the purpose.

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B. Priority For Use

1. Regular School Hours

a. School

Note: Elementary classrooms and gyms: 7am - 5pm

Secondary classrooms: 7am – 6pm

Elphinstone Secondary gym: 7am – 8pm

Chatelech Secondary gym: 7am – 9pm

2. Other Hours

a. School (extra-curricular)

b. Groups comprised of children of school and preschool age (local)

c. Groups comprised of adults (local)

d. Groups comprised of children of school age (out-of-district)

e. Groups comprised of adults (out-of-district)

C. Categorization of User Groups

Category

1. School groups

2. Youth groups largely comprised of school age and preschool children, Local 801 C.U.P.E. meetings / S.C.T.A. meetings, and groups entirely comprised of district employees (if facility is not required by a renter in Categories 3 or 4).

3. Cultural, religious, educational, and other non-profit groups e.g.

a. Service clubs whose profits are spent on service within the district.

b. Local governments

c. Community Schools

4. Entrepreneurial groups for private profit.

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D. General Conditions

1. Where a school facility has been designated a joint facility in an agreement between the Board and another local governing body e.g. SCRCD, the use and rental fees for that facility shall be as provided for in the formal Master Joint Use Agreement or its Addendums.
2. Except for curricular and extracurricular needs during the school day, all applications for use of facilities shall be made through the Central Booking Office.
3. Applications shall be made for each separate school function to be held after 5:00PM (Elementary), 6:00PM (Secondary) during the school week, but for regularly scheduled activities only one application shall be required for the year.
4. The person in charge of the activity shall sign an agreement/contract specifying terms and conditions for the rental.
5. The user group shall undertake responsibility for ensuring that smoking is not permitted in the school and that fire exits remain clear at all times and parking regulations are adhered to.
6. The user group may provide alcohol under the following conditions:
 - a. No minors are to be allowed within the building where the alcohol is being served. If minors are part of a performance as part of the user groups function, there is to be no alcohol on tables within view or sold or consumed while students are in attendance.
 - b. Alcohol may only be served within the containment of the building structure.
 - c. Appropriate licensing through the Liquor Control Board is to be obtained. This is the responsibility of the user group.
 - d. The building principal and the superintendent are to be informed if the rental of the facility is to include the serving of alcohol.
 - e. All traces of alcohol are to be removed by the user group. No empty cans, bottles etc. are to be placed in garbage cans or dumpsters on school district property.

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7. For activities where juveniles (under 19) are in attendance, adult supervision shall be provided at all times.
8. If property or equipment is damaged in the course of a renting group's activities, or if the behaviour of some members of a group is judged to be unacceptable, rental of any school facility, to the group, in the future may be refused.
9. Property or equipment damage shall be assessed and paid to the district via the Central Booking Office before the group is rented to again.
10. When a party with priority is not making use of a facility, the facility shall be made available to other groups according to Section A.
11. The Board or its representative has the authority to refuse or to terminate any booking.

E. Booking Procedures

1. All school facility use bookings, including field use, will be done through the central booking person.
 - Specialty areas shall include gymnasiums, libraries, art rooms, foyers and theater (Chatelech Secondary only)
2. Five working days notice must be received for the following bookings:
 - rooms;
 - field only;
 - gymnasiums;
 - theatre seating only.
3. Ten working days notice must be received for the following bookings:
 - rooms with equipment;
 - theatre.

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F. Cancellation

1. A minimum of one week's notice is required for a facility booking to be cancelled. Failure to provide such notice will result in a charge for the rental and any custodial costs incurred. Cancellation must be done by notifying the Central Booking Office.

G. Access to Facilities

1. School facilities are not available during the day of any scheduled school holiday, any non-instructional day, or during exam weeks.
2. On the day of the event, the individual who made the booking for each activity shall seek out the custodian or security person on duty to enquire about any equipment, etc. needed for that activity period.
3. A school district employee must be on duty in the school for the entire rental.
4. Unless there is an emergency, access to the school office shall not be granted.
5. Teacher work areas must be respected. The teacher's desk must not be used. If any chalkboards/whiteboards have 'PLO' written on them, they must not be erased. Teacher materials e.g. pens, pencils, felt books, paper and other school or office supplies must not be used by the user group. The user group must bring their own supplies.

H. Use of Equipment and Furnishings

1. Equipment and furnishings needs shall be clearly specified in any rental application. If you require additional help with set up, there may be an additional charge.
2. Audiovisual equipment already in the schools may be rented to user groups provided their use is specified in the rental application.
 - TV/VCR/DVD Player:
 - Categories 1-3: Day 1 (\$6.00); Day 2+ (\$5.00/ day)
 - Category 4: Day 1 (\$18.00); Day 2+ (\$15.00/day)

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H. Use of Equipment and Furnishings cont'd

3. Non-expendable equipment or furniture shall be supplied at no charge. Equipment shall be returned to storage after the activity.
4. Expendable sports equipment such as, but not limited to, balls and bats, shall not be loaned to rental groups.
5. Persons using apparatus and equipment do so at their own risk. The district shall not be held responsible for injuries to persons using the facility.
6. Games or the use of equipment which will damage the facility shall not be allowed. The use of any footwear leaving marks on the gym floor is prohibited.
7. Renters' equipment or personal possessions may not be stored in any school.
8. In their application to rent, user groups must specify if they wish to rent change rooms and shower rooms.
9. Stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used.
10. No connections to electrical panels will be permitted without prior authorization from the Maintenance Department. This permission must be requested when booking facilities.
11. Computer labs and projection machines are not available for booking.

I. Fees and Rental Rates

The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of rental charges shall be available at the Central Booking Office and at all schools.

Special requests for access to School Board buildings and grounds that are not covered by the normal regulations may be submitted in writing to the Superintendent of Schools for approval. Charges for such rental situations shall be set on an individual basis by the Superintendent.

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I. Fees and Rental Rates cont'd

1. Fees and rental rates - when a custodian is on regular shift:

	Category 1	Category 2	Category 3	Category 4
<u>Fees:</u>				
Booking (single or multiple)	no charge	\$15.00	\$15.00	\$20.00
<u>Rental Rates:</u>				
Classrooms	no charge	no charge	8.00/hour	15.00/hour
Community Use Rooms	no charge	no charge	8.00/hour	15.00/hour
Kitchens	no charge	no charge	8.00/hour	11.00/hour
Cafeterias	no charge	no charge	11.00/hour	17.00/hour
Elphinstone Courtyard	no charge	no charge	15.00/hour	30.00/hour
Chatelech Foyer	no charge	no charge	15.00/hour	30.00/hour
<u>Gymnasia:</u>				
Madeira Park, Langdale, Sechelt	no charge	no charge	9.00/hour	25.00/hour
Cedar Grove, Davis Bay, Gibsons, Roberts Creek, West Sechelt, Kinnikinnick Halfmoon Bay	no charge	no charge	12.00/hour	27.00/hour
Chatelech, Elphinstone, Pender Harbour	no charge	no charge	22.00/hour	75.00/hour
<u>Shower Rooms/Change Rooms:</u>				
Secondary, male or female	no charge	no charge	15.00/day	35.00/day
Fields	no charge	no charge	10.00/hour	25.00/hour

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I. Fees and Rental Rates cont'd

2. For weekend use, the charge for custodial services is \$25 per hour – four hours minimum.
3. All user groups are required to pay the following charges at the same time the application for booking is made.
 - a. A \$15 facility booking fee for each application (including field bookings).
 - b. The facility rental rate determined as per Section I.
 - c. Usage fee for equipment as set out in Section H.
 - d. Any additional custodial cost.
 - e. NOTE: THE BOOKING WILL NOT BE COMPLETED AND THE USER GROUP WILL NOT BE GIVEN ACCESS TO THE FACILITY WITHOUT PAYMENT IN ADVANCE MADE AT THE TIME OF BOOKING.
4. The theatre at Chatelech Secondary can be rented by calling the school directly.

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