

SD 42 PROCEDURE: 10400.1 - RENTAL FEES AND USER INFORMATION

BACKGROUND

Board facilities are made available to outside users for a fee that, at a minimum, ensures full cost recovery of direct and indirect costs incurred and to be incurred by the Board as a result of making that use available.

The Secretary Treasurer or designate determines the rental rates for each type of Board facility on an annual basis. The rental rates are calculated based on either the full cost recovery per square meter per hour or market rates. The average rentable area for each type of facility is used to determine the rental fee for specific rental agreements.

- Full cost recovery rental rates are based on budgeted facilities operations and maintenance annual costs for regular hours of operations (6:00 a.m. to 4:00 p.m.; 10 months/year) plus estimated deferred maintenance costs.
- Market rental rates are determined by conducting a market analysis on an annual basis.

RENTAL FEES

Renters are subject to pay a facility rental fee for the usage of facilities. Facility rental fee categories and rates are published on the District website at <https://www.sd42.ca/facility-rentals/>.

Custodial Charges

An additional charge will be made to rental groups for custodial service at times other than the custodians' regular working hours (Monday to Friday from 2:30pm to 11:00pm) or where additional caretaking is required at the discretion of the District.

Custodial services include opening parking gates, deactivating the security alarm, setting up of tables/chairs (if requested), securing and supervising the site/building, and cleaning.

GUIDING PRINCIPLES

The following guiding principles are established to support the rental of facilities, including grounds, for community and commercial use.

Access to Facilities (including School Grounds)

Facilities may be made available to the public, in the priority order outlined in policy 10400, when not required for school or District needs. The District supports youth activities and will attempt to accommodate them in District facilities. School grounds including all play spaces are reserved exclusively for school use on days when schools are in session between the hours of 7:00 am and 5:00 pm.

Eligibility of Applicants

Applicants must represent properly constituted community groups or be individuals capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

Booking Timelines

Applications for use of facilities shall be made at least 10 working days prior to the starting date. No changes will be made to an issued permit unless authorized by the District. Licensed use is for each specific rental and must be renewed or reentered for each new booking.

Rental Requests and Approval

Applicants can submit a request for use of district facilities by emailing the Facility Rentals Coordinator at bookings_clerk@sd42.ca, or by calling 604-466-6159. Facility Rentals department will contact individual schools for availability and get the approval from respective principal. Once approved, the applicant will be notified and a license to use the facility will be granted by issuance of a contract.

Facility Use Agreement & License to Occupy

All applicants (herein referred to as "rental group") are required to enter into an agreement. Entering into an agreement for the use of any facility includes the execution of a contract for the licensed use of a facility and having the responsible person for the rental group abide by and accept the Terms and Conditions for Community Use of School Facilities. Licenses are for each specific rental and must be renewed each time a rental group uses a facility. All activities must be confined to the parts of the buildings and playing fields stipulated on the license. Sub-letting of facilities is not permitted.

Once the agreement is executed, the Rentals Coordinator issues a signed copy to the rental group and issues a "School Copy License to Occupy" to the Principal, School Secretary or Administrative Coordinator, School Custodians and the Custodial Supervisor. The License to Occupy outlines key details of the booking (including locations, dates, times and fees).

Fee Payments

Fees are due upon booking being confirmed. Payments can be made by online by credit card, or by cheque made payable to the Board of Education of SD42, or cash. Cheque and cash can be dropped off at 23889 Dewdney Trunk Road (Mon-Fri, 8:00am-3:45pm).

Right of Refusal and Cancellation of a License

The District reserves the right, as its interests may require, to refuse any rental group or individual access to any facility or cancel any planned rental or use of a facility by rescinding the permit. The license to use a facility may be terminated at the discretion of the Rentals Department for failure of the rental group to comply with any of the aspects of the rental agreement.

Use of Gymnasiums

Rental groups are expected to wear appropriate footwear in gyms. Outdoor footwear tracks dirt and debris into the gyms and is restricted. Footwear with heels and or hard soles is not permitted on the playing floors. Certain activities at the discretion of the Principal will not be allowed in gyms. Some activities will require the use of protective flooring. This is labour intensive and may incur additional costs. No food or beverage other than water is permitted inside gyms.

Supervision

The person in charge of the rental group is responsible for the admission, actions, and behavior of all participants and/or spectators. The individual designated as "in charge" will:

- Make themselves known to the custodian on duty in the building.
- Enforce all District and school policies, procedures rental agreement concerning the use of school facilities and playgrounds.

- Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.
- Limit activities and participants to the area assigned to the group.
- Ensure that specified days and times are adhered to as stated on the permit.
- Ensure that all members are out of the building at the end of the contracted rental time.
- Take all and any action that may be required for the preservation of the District's property and ensure that the school premises are left in the same order and condition as the school left them.

Substance Use

Smoking (including all tobacco and vapour products) alcohol, illegal drugs in any form and drugs (including cannabis) which when consumed impair a person's mental or physical ability or capacity to function are strictly forbidden in all areas of all SD42 properties. This applies to all individuals, whether minors or adults. This rule applies whether school is in session or not. Alcohol may only be served at special functions, subject to the District's approval before the event.

For events involving alcohol use, refer to Board Policy 5905 Alcohol – Consumption, Possession and Storage and the related procedure.

Facility Rentals by Parent Advisory Councils

Parent Advisory Council (PAC) events can be scheduled through the Elementary Secretary or the Secondary Administrative Coordinator, or directly to the Rentals Coordinator at Booking_Clerk@sd42.ca. If arranged through the school, the school will relay the required information to the Rentals Coordinator to arrange custodial staffing and prepare the facility use agreement.

The following information is required and should be submitted at least one week prior to the event start date:

- 1) Organization's name and email address
- 2) School name where event/activity will be held
- 3) Evidence of approval by the school Principal
- 4) Facility type (gym, multipurpose room, library, classroom)
- 5) Purpose of the event/activity
- 6) Dates and times for the booking, including total number of occurrences
- 7) Number of participants
- 8) Age or grade range of participants
- 9) Any special requirements, if required, such as:
 - a) Heating/cooling air flow required outside of 6:00am-11:00pm, Mon-Fri
 - b) Interior/exterior lighting required outside of 6:00am-11:00pm, Mon-Fri
 - c) Setting up of tables and chairs
- 10) If alcohol will be served, request form contained within Procedure 5905-1 Alcohol – Consumption, Possession and Storage along with:
 - a) "Serve It Right" liquor license
 - b) Certificate of Insurance with a minimum of \$2 million host liability insurance and listing the Board (SD42) as an additional insured
 - c) Special Occasions License issued by the Liquor Distribution Board

Upon receipt of all applicable information, the Rentals Coordinator confirms no scheduling conflicts (or responds if there are), prepares a facility use agreement in accordance with standard procedure.

Though there are no rental fees charged to PACs for use of facility space, there may be charges associated with custodial staffing for PAC events approved by the Principal.

Facility Rentals by Local Municipalities

Where the City of Maple Ridge or the City Pitt Meadows request the use of school district facilities (including grounds such as parking lots), rental fees may be waived based on the rental use. If the event is a free community event and there are no costs incurred by the District, or if the event generates revenue that is given back to the community, then the District will provide the facility at no cost. If the City sponsored event is to generate revenue (e.g., craft fair that requires fee payment), then the District will charge the standard rental fee for the use of the space.

Emergency Information

For any emergency, individuals can contact the custodian on site. If no custodian, the Manager on-call can be reached through Angel Answering Service at 604-466-4357. Please state your name, the school where emergency is at, detailed information for emergency, and the cell number for the Manager on call to call you back at.

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