
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10400

POLICY: COMMUNITY USE OF FACILITIES & GROUNDS

1. INTENT

Under the *School Act*, the Board is obligated to provide facilities and grounds sufficient to conduct K-12 education programs. The conduct of such programs is recognized as the primary purpose of all district facilities and properties.

The Board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. Furthermore, it recognizes that taxpayers should not be required to pay further for the construction of additional facilities or grounds. The Board agrees, therefore, to extend to the public the privilege of having access to schools and grounds currently used for K-12 programs. In the event of a violation of this privilege, the Board reserves the right to cancel the use of any school facility, grounds or equipment. Such access, however, is granted provided that community use of school buildings and grounds does not interfere with regular curricular and extra-curricular programming, and that rental charges be assessed as per regulation.

2. SCOPE

District Theatres and the District Conference Centre are exempt from this policy and are covered by other policies and regulations. In addition, all use of schools during school hours is exempt from this policy and is covered by other policies and regulations.

Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern usage outside of school hours. Generally, the Board agrees that facilities and grounds will be rented for a variety of recreational and meeting uses in accordance with the spirit and intent of the Canadian Charter of Human Rights and Freedoms. Where there is a reasonable expectation that a confrontation between opposing groups might occur as a result of a rental, however, administration is vested with the authority to approve or deny access to school facilities and grounds.

The Board reserves the right to enter into reciprocal agreements with the City of Surrey (on behalf of Surrey Parks, Recreation & Culture) and with the City of White Rock (on behalf of White Rock Leisure Services) with respect to joint site acquisition, development and maintenance. In addition, the Board reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.

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3. **AUTHORITY**

The Board assigns the responsibility for the Community Use of Facilities & Grounds policy to the Secretary-Treasurer.

4. **PRIORITY FOR USE**

Allotment of school district facilities and grounds shall be made on the basis of the following priorities:

1. First Priority: Regular school curricular and organized extra-curricular activities.
2. Second Priority: Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions.

Where feasible, education programs under the second priority will be held in designated centres. These schools will normally be responsible to undertake their own allocations and booking of space for user groups.
3. Third Priority: Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.
4. Fourth Priority: All other outside groups including non-profit and commercial or "private" ventures.

The above priorities apply, except where a Board approved agreement requires otherwise.

5. **NEW AND RENEWAL APPLICATIONS**

All new and renewal applications must be made on the appropriate form, and must be submitted to the Board for contract arrangements as per regulation. All requests for use of facilities or grounds by any outside user group must be approved by the Principal/Building Manager or designate responsible for the site. Under the fourth priority, an historical user group (that is, a user group which was issued a contract for the use of a facility or grounds in the year immediately preceding a current application for use), has right-of-first-refusal for time, day and facility or grounds area only, provided such group submits a renewal application within district booking deadlines.

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Despite historical rights, any user may be bumped from a particular time, day or facility or grounds based on the above noted priority.

The approval of the Principal/Building Manager or designate responsible for the site, not unreasonably withheld, is required for every Facility/Grounds Rental Contract. Claims of unreasonably withheld approval shall be adjudicated by the Secretary-Treasurer.

The Facility/Grounds Rental Contract is not valid until approved by the appropriate signing authorities of the Board and the user group and the appropriate payment has been received.

The Principal/Building Manager or designate responsible for the site may revoke approval of a Facility/Grounds Rental Contract where the user is unable to satisfy concerns expressed by the site. Claims of unreasonably revoked approval shall be adjudicated by the Secretary-Treasurer.

6. **USER FEES**

User fees are comprised of three parts: (a) facility and/or grounds rental charges; (b) custodial charges; and (c) security charges.

User groups will be assessed rental charges according to the related regulation. Rental charges are set periodically after regular review by the Board to reflect community standards in other Lower Mainland public organizations and school districts. The charges are designed to help offset costs of heat, light and water, regular maintenance, administration, and depreciation through use as well as compensating the site for facilitating the access. The portion of the rental charge that is directed to the site for facilitating the access is as per regulation.

Rental rates and charges for custodial and security will vary according to the type of group, its activity, and the facility or grounds used. Rental charges and charges for custodial and security shall be agreed to in writing by the renter(s) before authorization or access is permitted. Where payment is required, it shall be in advance and may include a security deposit.

Failure to discharge indebtedness may result in the immediate cancellation of facility and/or grounds usage privileges.

7. **WAIVER OF RENTAL FEES**

- (a) Where a rental group has donated in cash, or in kind, to the school district or a school, or a program, fifty percent (50%) of said donation may be applied as a credit to a rental contract in the subsequent year. Note that the rental credit does not apply to that portion of a donation for which an official donation receipt for tax purposes was issued by the school district.

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- (b) Also, rental fees may be waived where there is a pre-existing agreement with the school district, the guidelines for which can be found in Regulation #10400.1 - *Community Use of Facilities & Grounds*.

In either case, a request for the waiving of rental fees is to be submitted in writing to the Secretary-Treasurer for consideration. The request may be submitted on behalf of the group by the Facility Rentals Department or the Principal/Building Manager or designate responsible for the site or by a senior administrator related to the rental in question.

8. **CONSUMPTION OF ALCOHOLIC BEVERAGES**

A liquor license must be obtained from the R.C.M.P. by the user group requesting use of the school district facilities and grounds, after receiving approval from the office of the Secretary-Treasurer or designate. Special Occasion Licenses are issued under the *Liquor Control and Licensing Act* to authorize the selling or serving of liquor at the place designated in the license. Amendments to the Act and Regulations make special training ["Responsible Beverage Service" (RBS)] a requirement before the school district will approve on-site liquor consumption. The consumption of alcoholic beverages is permitted providing a liquor license is obtained and then only during the hours stated on the rental agreement issued by the school district.

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2004-05-13

2003-06-30

1995-05-25

1994-09-22

1991-10-10

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1988-03-10

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Policy #10415

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