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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10400.1

## REGULATION: COMMUNITY USE OF FACILITIES & GROUNDS

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### 1. SCOPE

This regulation encompasses all District facilities and grounds with the exception of District Theatres and the District Conference Centre which are exempt from this regulation as they are covered by other policies and regulations. In addition, all use of schools during school hours is exempt from this regulation and is covered by other policies and regulations.

### 2. AUTHORITY

The Secretary-Treasurer delegates the responsibility for the management of the Facility Rentals Department to the Assistant Secretary-Treasurer.

The Manager, Business Development, is responsible for the day-to-day operation of the Facility Rentals Department.

### 3. REVENUE DISTRIBUTION

Rental revenue shall be distributed in the following manner:

- a. Thirty-five percent (35%) shall be directed to the site for facilitating the access;
- b. Ten percent (10%) shall be directed to the Education Business Community Partnerships Advisory Committee (EBCPAC) to be included in a pool of undesignated funds from which specific projects will be funded; and
- c. Fifty-five percent (55%) shall be retained by the District to offset costs of heat, light, water, maintenance, administration and depreciation through use.

Monies collected for custodial and security charges will be retained by the District.

For uses of facilities or grounds that are at no charge to the City of Surrey or the City of White Rock, an imputed thirty-five percent (35%) of the Charge Classification B rate will be directed to the site for facilitating the access. The imputed rate will not be directed to Community/Inner City schools where programs are run by the City of Surrey or other community organizations in partnership with the district.

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Schools hosting a district theatre are exempted from Policy #10400 – *Community Use of Facilities & Grounds* and related regulations and, as such, do not participate in the revenue from rentals as per this regulation. If, in conjunction with the rental of a district theatre, a user wishes to rent any space belonging to the hosting school, rental revenue shall be distributed in the manner outlined in 3a., b. and c. above.

**4. NEW AND RENEWAL APPLICATION TIMELINES**

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 location only, provided such group submits a renewal application within District booking deadlines as follows:

For rentals of facilities or grounds where the booking period starts anytime between the months of April through to the end of June, the deadline for historical group renewal is the preceding January 15<sup>th</sup>. Contracts for this period will be confirmed by the Facility Rentals Department no later than the preceding March 1<sup>st</sup>.

For rentals of facilities or grounds in the months of July and August, the deadline for historical group renewal is the preceding March 15<sup>th</sup>. Contracts for this period will be confirmed by the Facility Rentals Department no later than the preceding June 1<sup>st</sup>.

For rentals of facilities or grounds where the booking period starts anytime between the months of September through to the end of March, the deadline for historical group renewal is the preceding May 15<sup>th</sup>. Contracts for this period will be confirmed by the Facility Rentals Department no later than the preceding August 1<sup>st</sup>.

After the above deadlines have passed, all rental requests from historical and new users will be filled on a first-come, first-served basis.

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**5. RENTAL GROUP CHARGE CLASSIFICATION**

GROUP	TYPE OF USE	CHARGE CLASSIFICATION
All District and school-based groups including Parents' Advisory Councils (PACs), School Planning Councils (SPCs), or other school-based organizations, clubs, or departments	All school related uses that are authorized, supervised, and organized by the school	A
City of Surrey, City of White Rock	All City uses	A
STA, CUPE Local 728	Union meetings	A
Canadian not for profit groups, all school-based groups including PACs and SPCs for non-school related uses	All uses where no admission* is charged	B
	All uses where admission* is charged or fund-raising projects	C
Daycares / pre-schools, etc.	Child care activities	C
Political meetings (i.e. non partisan) (local, provincial or national)	All-candidates meetings	B
	Partisan meetings	C
	Fund-raising projects	D
All levels of government excepting Cities of Surrey & White Rock	All uses	C
Commercial, for-profit businesses or other groups not considered above	All uses including commercial sports camps	D

\* Admission is defined as any fee charged to attendees, participants, or guests per event or booking date, i.e. entry fee to see a basketball tournament or craft fair.

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**6. RENTAL RATES**

	A	B	C	D
	Hourly Charges <u>Waived</u>	Hourly Nominal <u>Charge</u>	Hourly Basic <u>Charge</u>	Hourly Full <u>Charge</u>
Tennis Court (1)	0	4	6	9
Playing Field (1)	0	4	6	9
Running Track (1)	0	4	6	11
Parking Lot (if rented separate from other spaces) (1)	0	5	9	17
Classroom	0	7	11	20
Library – Elementary	0	7	14	28
Library – Secondary	0	8	16	32
Music Room	0	8	16	32
Small Activity Room (36' x 50')	0	8	16	32
Hallway (if rented separate from other spaces)	0	9	18	36
Cafeteria/Plaza/Hub/Courtyard	0	10	20	40
Large Activity Room/Small				
Secondary Gymnasium	0	11	22	44
Gymnasium - Elementary	0	11	22	44
Gymnasium - Large Secondary	0	19	35	68
Theatres (excepting District Theatres) (2)	0	28	39	70

**Notes:**

1. An annual non-refundable fee of \$20 will apply to the issuance of each and every key and/or electronic pass for doors, parking lots, and for lights on courts, fields and tracks.
2. District Theatres are exempt from this regulation and are covered by Policy #10410 and related regulations.

All use of District facilities by District staff for personal use or on behalf of community groups will be charged as per Category B, C or D based on the nature of the activity.

If the rental by a non-school hour Charge Classification “B” user includes 24 hour per day storage, they shall be charged a storage rate of \$0.19 (19 cents) per square foot per week in place of the applicable rental rate.

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GST is to be added to all rental charges and charges for custodial and security (other than internal applications).

Cooking and food preparation is subject to additional district and regulatory approval and, if approved, may result in additional charges.

The use of any school equipment or school district equipment is covered by Policy #10405 and related regulations.

Special requests for access to school district facilities and grounds which are not covered by the above specific classifications and the established schedule of charges may be submitted, in writing, to the office of the Secretary-Treasurer for approval. Charges for special request situations shall be set on an individual basis by the office of the Secretary-Treasurer.

### 7. CUSTODIAL AND SECURITY CHARGES

During regular staff shifts at a facility from 8 am to 11 pm on school days, groups will not normally be assessed any additional fees for custodial or security services, unless

- (a) additional supervisory or janitorial services are required, as determined by the Principal/Building Manager or designate responsible for the site in consultation with the Manager, Service Operations, and in all cases with a group of forty (40) or more where food and/or drink is served;
- (b) security services are deemed necessary by the district to open, supervise or close the facility used.

After regular staff shift hours and on weekends either a member of District staff or a contracted agent will normally be responsible for final security of facilities, and their cost will be borne by the user.

Where there is any use of alcohol in connection with a rental, a member of District staff or a contracted agent must be in attendance throughout the activity.

**Security Charges** (to open or close a facility)  
\$21 per response

If security charges for a user at a single site would be in excess of \$500 in a school year, the user may elect to rent an electronic pass at

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a fixed cost of \$500 per year that will eliminate the need for the \$20 charge for each opening and/or closing of said facility.

**Supervision Charges** (required depending on the nature of the event, and in all cases where alcohol is served)  
\$15 per hour (minimum 4 hour charge)

**Custodial Charges** (required as determined by the Principal/Building Manager or designate responsible for the site, and in all cases, with a group of 40 or more where food is served)

Anytime Monday, Tuesday, Wednesday, Thursday or Friday:

\$27.50 per hour

Saturday before 12:00 p.m.: \$41.25 per hour

Saturday after 12:00 p.m. and anytime Sunday: \$55.00 per hour

- If a user group employs a custodian throughout their rental period, no other security or supervision is required.
- If a user group employs security or custodial staff to close a site, and leaves before the security or custodial staff arrives, they shall be held liable for any and all damage sustained to the site prior to security's arrival.
- GST must be paid in addition to the above charges.

**8. WAIVER OF RENTAL FEES**

Guidelines for agreements signed and authorized by the Secretary-Treasurer, as contemplated in Policy #10400 – *Community Use of Facilities & Grounds*, clause 7(b) are as follows:

- (a) Anticipates rental of District space.
- (b) Specifies financial responsibility for personnel charges.
- (c) Involve groups that meet all of the following criteria:
  - (i) the group is a registered charity.
  - (ii) there is no charge, real or by donation, to participants or spectators.
  - (iii) the activity benefits students and/or staff in the District.

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**9. RENTAL PAYMENT TERMS**

Payment is collected from each user based on the preceding Rental Group Charge Classifications and Rental Rates. For rental contracts of less than \$600, the user must pay the full amount by cash, credit card, debit card, or cheque (dated no later than one day prior to the first day of usage) at the time of contract signing. For rental contracts of \$600 or more, full payment or a series of monthly post-dated cheques or credit card payment authorizations for the term of the contract must be submitted at the time of contract signing.

**10. LIABILITY INSURANCE**

Groups using the school district's facilities and grounds are responsible for carrying their own accident and liability insurance protection. The school district is responsible for its own liability and property insurance as its interests may appear. Where the user group is utilizing the facility or grounds for business or with the intention of making a profit, comprehensive general liability insurance with a limit of not less than one million dollars (\$1,000,000) shall be carried. All users of the Wheelhouse Theatre at Earl Marriott Secondary shall carry comprehensive general liability insurance with a limit of not less than two million dollars (\$2,000,000).

**11. REPORTS ON USERS**

Reports of damage, littering or misconduct resulting from a use by a user group to a school district facility or grounds will be submitted by the Principal/Building Manager or designate responsible for the site to the Manager, Service Operations, who will submit it to the Manager, Business Development.

**12. DAMAGE, LOSS OR THEFT**

Groups using school facilities and grounds shall accept responsibility for the cost of damage to the building or to equipment and loss/theft of equipment during the rental period. Failure to make restitution to the school district for these costs may result in legal action and future use privileges will be forfeited.

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Revised: 2008-05-28  
Revised: 2007-02-27  
Revised: 2006-05-10  
Revised: 2006-02-14  
Revised: 2004-11-23  
2004-02-03  
Approved: 2003-06-30

XRef.: Policy #6512  
Policy #6802  
Policy #10405  
Policy #10410  
Policy #10415  
Reg. #10800.4