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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10415

## POLICY: DISTRICT CONFERENCE CENTRE

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### 1. SCOPE

1.1 This policy applies to the District Conference Centre.

### 2. PHILOSOPHY

2.1 The Board believes the District Conference Centre exists for the purpose of providing facilities and seminar/meeting space, first for the school district and secondly, as a whole, to the citizens of Surrey, White Rock and surrounding communities.

2.2 The Board believes the District Conference Centre should be operated, used and managed in a fiscally sound and accountable manner.

### 3. AUTHORITY

3.1 The Board assigns the responsibility and authority for the operation, administration, use and management of the District Conference Centre to the Associate Superintendent, Continuing, Career and International Education, and/or designate.

### 4. PRINCIPLES

4.1 As the District Conference Centre is adjacent to, and shares a site with, a learning centre, effective working relationships will be maintained between the District Conference Centre's administration and the learning centre's administration.

4.2 The user group's details of use will be requested, prior to granting rental of space, to ensure that the use and programming are consistent with the public interest.

4.3 The District Conference Centre will be made available to internal users at no charge, other than food and beverage service.

4.4 The sale and consumption of alcoholic beverages is permitted on the premises provided a liquor license is obtained, and the appropriate staff and prior approval by the Associate Superintendent and/or designate are in place.

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**5. OPERATIONS**

- 5.1 The District Conference Centre is expected to operate on a cost recovery basis and be reported as part of the annual operating budget.
- 5.2 Rental rates for the District Conference Centre will be set to competitively reflect rates charged by comparable facilities in Surrey, White Rock and surrounding areas.
- 5.3 Rental bookings paid in full will be price protected.
- 5.4 Use of the District Conference Centre by internal users is first priority.
- 5.5 External rental bookings will be taken up to three (3) months in advance. The district may need to cancel within this time period for internal use and on an emergency basis only.

Adopted: 2004-05-13

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