
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10415.1

REGULATION: DISTRICT CONFERENCE CENTRE – OPERATION & USE

1. AUTHORITY

- 1.1 The Associate Superintendent, Continuing, Career and International Education, delegates the responsibility for the operation, use and management of the District Conference Centre to the District Principal, Continuing Education.
- 1.2 To ensure the smooth operation of the District Conference Centre and the facility in which it is situated, the District Principal shall liaise with the learning centre's Principal.

2. FACILITY

- 2.1 The District Conference Centre is defined as Building 400 - Rooms 1 – 4, and Building 300 - the Computer Lab and Hair Dressing Studio.
- 2.2 In the event that a user wishes to use any non-district conference centre space, 25% of the gross revenue collected by the District Conference Centre will be directed to the site for facilitating access.

3. BOOKING PROCEDURE

- 3.1 All requests for use of the District Conference Centre must be made through the District Conference Centre Office.
- 3.2 Prior to confirmation of a booking, meeting details will be requested by the District Conference Centre Office to ensure that the use and programming are consistent with the public interest.
- 3.3 In most cases, a decision will be made within two (2) working days as to availability and rental approval of the Associate Superintendent and/or designate.

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4. DAMAGE, LOSS AND THEFT

- 4.1 Groups renting the District Conference Centre shall accept responsibility for the cost of damage, loss and theft to the building, equipment and school property.
- 4.2 The district reserves the right to collect a refundable damage deposit, prior to a rental, of up to \$500.

5. DEPOSITS

- 5.1 Bookings within ninety (90) days require fifty percent (50%) of the base rental fee be paid in advance. In the event of a cancellation by an external user group, the deposit is non-refundable. If the date is subsequently rented by another external user group, fifty percent (50%) of the deposit may be refunded.
- 5.2 The remaining fifty percent (50%) balance of the base rental fee plus all costs for additional technical staffing, as well as an estimate of all fees and surcharges, are due three (3) business days prior to the event.

6. OPERATIONS

- 6.1 External users must use the District Conference Centre's beverage service. Food service requirements need to be provided by either the District Conference Centre or a licensed caterer.

7. RENTAL RATES

- 7.1 Rental rates are set periodically after regular review to reflect rates charged by other comparable venues in Surrey, White Rock and surrounding areas.

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ROOM RATES Monday - Friday	FULL DAY	HALF DAY
Room 1	\$235	\$135
Rooms 2, 3, or 4	\$115	\$ 75
Computer Lab	\$50/hour	
Classroom	\$ 85	\$ 50

ROOM RATES: Friday – Sunday and statutory holiday rates may vary depending on staffing needs.

- 7.2 The standard full day rental unit is for a maximum of an eight (8) hour period. The rental time commences with the set up for the event and concludes when all facilities have been returned to their pre-rental state. Every hour (or part thereof) that exceeds eight (8) hours is subject to overtime charges at a rate of \$55 per hour for janitorial and \$26 per hour for attendant time.
- 7.3 Additional staffing requirements, if needed, will be provided at the cost of the user group.
- 7.4 Rental agreements will set out the terms and conditions of rentals including all other charges for all non-standard equipment rental.

Approved: 2004-02-03
