
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10420.1

REGULATION: EXTERNAL USE OF FACILITIES & GROUNDS DURING SCHOOL HOURS

1. SCOPE

This regulation encompasses all school hour access of District facilities and grounds with the exception of access to District Theatres and the District Conference Centre, which are exempt from this regulation as they are 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 and school hour use of facilities and grounds.

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 use 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 access. The imputed rate will not be directed to Community/Inner City schools where preschool or other 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 3(a), (b) and (c) above.

4. APPLICATION PROCESS

The Facility Rentals Department will notify external users of the opportunity to submit new applications for school hour use of facilities and grounds annually and prior to the deadline for submission of applications.

All requests for school hour use of facilities or grounds by any external user group, must be made through the Facility Rentals Department, on the appropriate application form.

The Facility Rentals Department will review all applications and will accept those applications for consideration which meet or exceed the operational criteria set out for school hour users as outlined in policy and regulation.

Allocation of confirmed surplus school hour facilities and grounds will take place by way of a process conducted by the Facility Rentals Department, matching available space to the requirements of approved external use applications submitted by the specified deadline. Where the requirements of more than one approved school hour user match with the facilities or grounds available at one site, the following steps will be taken:

- (a) The names of all approved users whose requirements match the specifications of an available space will be ranked, based on the school and District needs. Should competing users be of equal suitability, a draw will take place.
- (b) Where space cannot be found in any given year for an approved user, that user will be placed on a priority list for assignment of additional surplus space identified in the following year.

Where there is additional surplus space available after the matching process is complete, such space will be allocated on a first come, first served basis.

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Prior to providing final contracts to approved school hour users, the Facility Rentals Department will inform the Principal or Building Manager at the sites where school hour users are being placed of the user group's name and activity.

Contracts will terminate each year no later than August 31. All school hour user groups will be required to submit applications for school hour use of facilities and grounds annually.

The Facility/Grounds Rental Contract issued to new school hour users is not valid until approved by the appropriate signing authorities of the Board and the user group, and the appropriate payment has been received. User groups must commence paying rent for the space no less than 30 days following the allocation of space, or the space will be forfeited to another user (unless the original assigned user has been prevented from gaining access to the space by the school or district).

Daycares and Preschools

Conditional contracts will be provided to daycares and preschools upon final allocation of space for the purposes of securing licensing from the Health Board, as outlined in licensing requirements. Regardless of their possession of a conditional contract, daycares or preschools cannot start operating their programs until a license is obtained and all school hour user group criteria in policy and regulation have been met.

A 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 and providing that the space utilized is confirmed as surplus space as per section 5 of the policy.

Approval of the site Principal will be assumed to continue from the previous year for renewing user groups and, therefore, Facility Rentals will not have to inform the site Principal of the names and activities of renewing groups prior to issuing contracts. A Principal may, however, contact the Facility Rentals Department at any time if they prefer not to continue renting to a particular school hour user.

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

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Terms of all contracts are for a one year period from September 1st to August 31st and may be renewed as per section 5 of Regulation #10420.1.

5. NEW AND RENEWAL APPLICATION TIMELINES

Contracts will be issued to user groups once surplus space has been confirmed. All new school hour use applications must be received no later than May 15th in order to be included in the initial allocation matching process as outlined.

Surplus space that is not allocated during the initial matching process will be allocated on a first come, first served basis.

6. PRE-EMPTION OF EXTERNAL USER GROUPS

The Board may terminate or temporarily suspend a contract at any time with an external user group based on the priorities listed in Policy #10420, section 4, or if an external user group is found to cause unreasonable disruption to the school's educational programs, compromise student/staff safety or at any time does not meet the criteria set out for school hour users in policy and regulation.

The Principal/Building Manager or designate responsible for the site will advise the Facility Rentals Department of user groups who have been unable to satisfy concerns expressed by the site. Claims of unreasonably revoked approval shall be adjudicated by the Secretary-Treasurer in consultation with appropriate staff and concerned parties.

7. USER FEES

User Fees shall comprise of three parts: (a) facility and/or grounds rental charges, (b) custodial and security charges, and (c) ancillary charges.

User groups will be assessed rental charges in accordance with Regulation #10400.1, section 6, excepting Note 1.

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8. RENTAL GROUP CHARGE CLASSIFICATION

GROUP	TYPE OF USE	CHARGE CLASSIFICATION
Refer to Regulation #10400.1 – <i>Community Use of Facilities & Grounds</i> , section 5, and, in addition:		
City of Surrey, City of White Rock	All City uses	B

Note: Land and portable classroom rentals/leases will be negotiated on an individual basis.

9. CUSTODIAL AND SECURITY CHARGES

During regular staff shifts ie: from 8 am to 10 pm on school days in most facilities, groups will not normally be assessed any additional fees for custodial or security services, except where

- (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) a daycare or preschool is operating; the operators will be assessed a minimum of one hour of janitorial service per week.
- (c) security services are deemed necessary by the district to open, supervise or close the facility used.

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, if available at the site, to rent an electronic pass at a fixed cost of \$500 per year that will eliminate the need for the charge for each opening and/or closing of said facility.

Supervision Charges (required depending on the nature of the event)
\$15 per hour (minimum 4 hour charge)

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Custodial Charges

Refer to Regulation #10400.1, section 7.

10. WAIVER OR ADJUSTMENT OF RENTAL FEES

Requests for the waiving of rental fees are 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.

11. RENTAL PAYMENT TERMS

Refer to Regulation #10400.1, section 9.

12. LIABILITY INSURANCE

Groups using the School District's facilities and grounds during school hours 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. All school hour user groups will obtain and carry in full effect throughout the term of their contract, comprehensive general liability insurance with a limit of not less than two million dollars (\$2,000,000) per occurrence. User groups will provide proof of coverage prior to finalization of the rental contract.

13. CRITERIA FOR OPERATION DURING SCHOOL HOUR USE OF FACILITIES OR GROUNDS

- (a) All school hour rental groups must submit to the Facility Rentals Department the following documentation prior to commencing operation of their activities:
 - (i) Criminal record checks for all staff and volunteers who will be on a school site at any time.
 - (ii) Copy of insurance certificate confirming insurance is held in full force as outlined in clause 12.

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- (iii) If the external group is a daycare or preschool, a copy of a valid provincial license must be provided. If a license becomes void or is suspended at any time during the rental period, the daycare or preschool's rental contract will be cancelled immediately.
- (b) Applications for school hour use of facilities by external users may require, but are not limited to, the following information:
 - a business plan,
 - a resume and/or reference,
 - a cleared search from the Better Business Bureau,
 - a brief history of same or similar activities.

14. GUIDELINES FOR USE OF FACILITIES OR GROUNDS DURING SCHOOL HOURS

All groups using facilities or grounds during school hours must meet the following criteria to operate in schools or on school grounds:

- All staff and volunteers working with the rental group will read, know and adhere to the District's "Critical Incident Quick Reference" which will be issued to the renter at the same time as their final contract. The "Critical Incident Quick Reference" will be kept in an easy to access location in the rented space.
- Contact the school Principal to determine school based code words or alarm processes unique to the site. It is the responsibility of the individual named on the contract to ensure that all staff and volunteers on site for the purposes of the activities outlined on the contract are aware of code words or alarm processes.
- Participate in all fire, earthquake and other critical incident drills that take place at the site where the renter is using facilities or grounds. Determine from the Principal how the rental group will work within the drills and alarms structure at the school including how the rental group will report their safe evacuation of the school. Provide picture identification to all staff and volunteers and ensure identification is worn in a clearly visible location by staff and volunteers at all times on school property.

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- Provide their own fax, phone, and computer, as required.

All incremental costs are to the account of the user.

Provide paper towel, soap and toilet paper if operating in a space that contains a self-contained bathroom.

Operational times and specific use of space and/or equipment are to be determined in consultation with the Principal.

A request for use of the parking lot, if required, must be included on the school hour facility rental application.

School hour rental groups may have limited access to the rented space upon confirmation of the award of that space to the rental group and prior to the award of final contract. Access times will be determined in consultation with the Principal and/or designate.

15. REPORTS ON USERS

Refer to Regulation #10400.1, section 11.

16. DAMAGE, LOSS OR THEFT

Refer to Regulation #10400.1, section 12.

17. CONSUMPTION OF ALCOHOLIC BEVERAGES & SMOKING

In reference to this policy and regulation, the consuming of alcoholic beverages and/or the use of tobacco products is not permitted.

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