



# School District #36 (Surrey)

## Business Development Department

119 – 7565 132<sup>nd</sup> Street Surrey, BC V3W 1K5 Tel: 604-501-8555 Fax: 604-590-2368

April 20, 2009

### RE: FALL/WINTER RENTAL RENEWAL DEADLINES

Dear Rental Group,

Our records indicate that your group rented school facilities or grounds in the Surrey School District during the period Sept 2008 - March 2009. User groups have first right of refusal to rent the same facility, on the same days and times, in the following year (after School District and City of Surrey/White Rock users are booked in), if an application for renewal is submitted prior to the booking deadlines.

***The deadline to submit applications for bookings with a start date in September 09 - March 2010 (and which must end before June 30, 2010 which is our fiscal year end) is May 15, 2009.***

***Please be advised that this is the only communication and reminder that you will receive regarding upcoming renewal and rental request deadlines.***

If you are interested in renewing a Surrey school district rental license you held last year during the time frame above, simply fill in the enclosed application form and submit it to the Facility Rentals office at **#119, 7565 132<sup>nd</sup> Street, Surrey BC V3W 1K5** or fax (604) 590-2368 or email [facilityrentals@sd36.bc.ca](mailto:facilityrentals@sd36.bc.ca) prior to the appropriate booking deadline. Please ensure your application is submitted by the deadline, or your request will be considered "new" and lose its priority status. This is VERY important. Last year we were unable to review or place many, many groups that requested new space - please ensure you do not end up in the long list of new requests if you are renewing space.

### NEW REQUESTS

Any new requests for facilities and/or grounds must be submitted on a separate application form. New requests will be considered after all renewal requests are booked in accordingly. We regret that due to the large number of new requests we receive each year that we are unable to review or respond to all new requests for space. We are re-aligning our systems to ensure that we are maximizing efficiencies and able to respond to as many potential renters as possible. We will keep all new applications for fall/winter active until the end of January 2010. At that time, if you have not heard from us, you can assume that we have not been able to accommodate your request.

To ensure your best chance at success with new requests, we recommend you submit these as early as possible as we will review them primarily on a first come, first serve basis.

## RATES

Due to increases in our costs, we have re-evaluated our rental rate structure and will be implementing a small increase in rates in 2009 - 2010. We are also introducing a separate rate structure for weekend use as these rentals take significantly more time and resources to coordinate. We have also removed one of our rates of charge previously referred to as "basic" or "level C" in our regulation. These rates were previously charged to non-profit organizations that were hosting events where they were charging participants or spectators for attendance. All non profit organizations will now pay the standard non profit rate outlined below for all uses.

The new rate structure will be as follows (**all rates are \$/hr** and do not include charges for GST, custodial or security, all of which will be charged in addition to the per hour rates where appropriate):

RATES	MONDAY-FRIDAY		WEEKEND USE where 10 or more consecutive Saturdays or Sundays are booked at one school, the M-F rate will apply	
	Non Profit	For Profit	Non Profit	Profit
Tennis Court	5	10	7	13
Playing Field	5	10	7	13
Running Track	5	12	7	15
Parking Lot	8	21	12	26
Classroom	8	21	12	27
Library - Elementary	8	29	15	37
Library - Secondary	9	33	17	42
Music Room	9	33	17	42
Small Activity Room	9	33	17	42
Hallway	10	37	19	47
Cafeteria/Plaza/Hub	11	41	21	52
Gym - Secondary Small/Elementary	12	45	23	57
Gym - Secondary Large	20	69	36	87
Theatres	31	73	42	90

### IMPORTANT RATE NOTES:

1. The charge for **daycare, before and after school care and/or preschools will be \$12/hour per classroom**, plus GST, plus \$27.50 per week for cleaning and up to \$500 per year if the operator requires into the building before staff regularly arrive.
2. The minimum rental charge on a weekend will be \$50, not including GST, custodial or security charges.
3. Custodial charges, which usually apply to weekend rentals, will be \$55/hour plus GST with a minimum call out of 2 hours.

### AMENDMENT FEE - NEW!:

User groups will be charged an amendment fee of \$25 for any changes they request to dates, times, location or specifications or for any cancellation of dates

or bookings after the license has been issued. The fee will be charged and collected in advance of making the required changes. Cancellations or amendments must be received by Facility Rentals in writing (by email or fax) a minimum of 14 days in advance of the rental date. Failure to observe this deadline will result in the organization being charged the full cost of the rental.

The amendment fee will not be charged if the cancellation or change in the license is initiated or caused by the school district.

#### **FACILITY RENTALS WEBSITE:**

The Facility Rentals website allows rental groups to search available **out of school hour interior space** in the District. Log onto [www.sd36.bc.ca/facilityrentals](http://www.sd36.bc.ca/facilityrentals) and follow the prompts to search available space. You will be able to enter search criteria such as a specific school, room type (e.g. gym), date and time. The system will then indicate available space at that time. If you are then interested in booking a space that is available, all you have to do is fill in a facility rentals application and send it to the Facility Rentals office.

We will be amending our internal processes this year around booking user groups into space and we are hoping this will result in the online booking calendar being more up to date.

#### **DURING SCHOOL HOUR RENTALS:**

Renting **during school hours space** requires a different process than above. If you are interested in renting facilities or grounds during regular school hours, you must complete a School Hour Use of Facilities and Grounds Application Form available at [www.sd36.bc.ca/facilityrentals](http://www.sd36.bc.ca/facilityrentals). Do not attempt to search for available daytime space on the facility rentals website – information there is not accurate for daytime rentals.

New applications for school hour space (e.g. daycares/pre-schools) are due on May 15 each year. Rental groups are assigned to the limited amount of school hour space by a matching process. Rental group requests are first rated according to the needs of the district and the available space. Where two or more groups are considered equal and are interested in the same space, rental group names are put in a hat, and a name is drawn for the first right to use the space.

Please be aware that currently there is extremely limited daytime space available in the district.

#### **FIELD RENTAL INFORMATION:**

Please do not search for available field space in the district using our online system. Because of the limited hours of field availability, the online system is not accurate.

**The following non-irrigated, mostly soil based fields, are available for rent in "as is" condition for 16 hours per week during September ONLY 2009:** *Bear Creek, Betty Huff, Cedar Hills, Cloverdale Traditional, Creekside, David Brankin one field, East Kensington, Fleetwood, Georges Vanier, Henry Bose, Hjorth Road, Jessie Lee, JT Brown, Martha Currie one field, Mary Jane Shannon, McLeod Road, Newton, North Ridge, Old Yale Road, Port Kells, Prince Charles, Sunnyside, TE Scott, William Watson.*

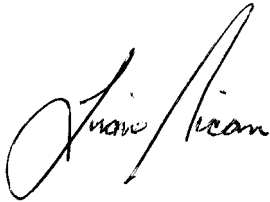
**The following irrigated, mostly sand based fields, are available for rent 6 hours a week during Sept 1, 2009 - March 30, 2010 (these fields are subject to change due to condition at any time) *Beaver Creek, Cindrich, David Brankin, Fraser Wood, Green Timbers, MB Sanford, Martha Currie, Ocean Cliff, Pacific Heights, Semiahmoo Trail, Sullivan Elementary, Sunrise Ridge, White Rock Elementary***

**REMINDERS:**

1. Rental groups are expected to respect school property and equipment at all times or you will risk having your license cancelled.
2. A copy of the terms and conditions you are required to sign off on when you sign a rental license are enclosed here. Smoking is prohibited on school grounds and in school buildings at all times.
3. Floor or Ball Hockey are not permitted in any school gym in the school district.
4. Equipment like volleyball standards or tables and chairs are owned by schools directly and are not included as part of rental contracts. It should not be assumed that rental groups will be able to use these types of equipment. Once a rental group has received a license, the group may contact the school directly to enquire about use of equipment.

Please do not hesitate to contact us with any other questions or concerns at 604-501-8561 or [facilityrentals@sd36.bc.ca](mailto:facilityrentals@sd36.bc.ca). We look forward to working with you in our Facility Rentals office again in 2009/2010.

Kind Regards,

A handwritten signature in black ink, appearing to read "Liane Ricou". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail.

Liane Ricou  
Manager, Business Development