

RATES

The rate structure for 2011-2012 will be as follows - **Effective July 1, 2011**

In addition to the rental fee listed below, there will be charges for:

- HST at 12% charged on all costs
- Carbon Surcharge Fee or (CSF) at 8% charged on rental fees only, not charged on extra fees
- Custodial, security and opens and closes where applicable.

Please note that we have re-defined the days on which we charge our two rates, so that we have one rate for school operating days (these are days when students are regularly attending school) and one rate for days when schools are not operating including Pro D Days, Weekends, Winter/Spring/Summer breaks:

RATES (\$/hr)	MONDAY-FRIDAY on school operating days		ANY DAY WHEN SCHOOL IS NOT OPERATING (Pro D Days, Weekends, Winter/Spring/Summer Breaks). Where 10 or more consecutive days or days/week are booked at one school, the M-F rate will apply	
	Non Profit	For Profit	Non Profit	Profit
Tennis Court	8	19	13	25
Playing Field	8	19	13	25
Running Track	8	19	13	25
LST or Support Room	6	16	10	21
Classroom	8	21	12	27
Library - Elementary	9	33	17	37
Library - Secondary	10	37	19	47
Music Room	9	33	17	42
Small Activity Room/Staff Room/Multipurpose Room	9	33	17	42
Parking Lot	10	37	19	47
Hallway	10	37	19	47
Elementary Kitchen	10	37	19	47
Secondary Cafeteria/Plaza/Hub – no access to kitchen provided	12	45	23	57
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** (occasionally a smaller LST room may be used for preschool/daycare and these rooms will be charged at \$8/hour), plus HST, plus \$30.00 per week for cleaning and up to \$550 per year if the operator requires into the building before staff regularly arrive.
2. Theatres often have additional technical fees.

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3. The minimum charge for weekends will include 2 hours of rental time plus HST and the carbon surcharge fee (CSF). Custodial and charges to open and close the building will also normally apply.
4. Custodial charges, when applicable, will be \$60/hr plus HST with a minimum call out of 2 hours.
5. Security charges, when applicable, to open and/or close a school, will be \$21 per response plus HST.
6. Electronic FOB charges, when applicable, (ie regular weekend users, daycares and churches) to a maximum of \$550 annually per site.
7. Static Guard, safe school liaison, district attendant charges, if deemed necessary in relation to a rental (minimum 5hr charge, to be determined)

AMENDMENT FEE:

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 application has been submitted**. 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 5 business 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 or the change not being made to the license.

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 **elementary gym space between the hours of 5-10pm on school days**. Log onto 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.

DURING SCHOOL HOUR RENTALS:

Renting **space during school hours** (7am – 5pm) requires a different process than above. If you are interested in renting facilities or grounds during regular school hours for preschool/before and after school care or any other programs, you must complete a School Hour Use of Facilities and Grounds Application Form available at 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) starting in September 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 three names are drawn for the first right to use the space. These three people are interviewed by the principal of the school and the group that best fits the needs of the school is chosen by the principal.

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 district does not make secondary school grass fields available for rent.**

NEW: January 15th Renewal deadline has been eliminated.

Field applications are now being accepted on an on-going basis. An application reminder notice will only be sent out in January to historical spring field renters.

The following elementary school non-irrigated, mostly soil based fields, are available for rent in "as is" condition for 10 hours per week from April to September 2011: *Bear Creek, Betty Huff, Cedar Hills, Cloverdale Traditional, Creekside, David Brankin south field, East Kensington, Fleetwood, Georges Vanier, Henry Bose, Hjorth Road, Jessie Lee, JT Brown, Martha Currie north field, Mary Jane Shannon, McLeod Road east and west fields, Newton, North Ridge, Old Yale Road, Port Kells, Prince Charles, Sunnyside and William Watson.*

A selection of elementary school irrigated, mostly sand-based grass fields, are available for rent 6 hours a week from September 2011 – June 2012. Currently, the following will be the irrigated grass fields made available, however, these are subject to change due to conditions at any time: *Beaver Creek, Bridgeview, Bonaccord, Cindrich, David Brankin north field, Dogwood, Fraser Wood, Green Timbers, Hyland, Lena Shaw, Martha Currie south field, MB Sanford, Ocean Cliff, Pacific Heights, Semiahmoo Trail, Sullivan Elementary and Sunrise Ridge.*

SUMMER RENTALS

Please be aware that the Surrey School District is considering limiting the number of schools it opens for summer rentals to reduce the requirement for staffing, opening and closing buildings, for ventilation service, and to avoid summer renovation and maintenance work. The final list of available sites will be available in May or June 2011.

EQUIPMENT

Equipment like volleyball standards, nets or tables and chairs are owned by schools directly and are not included as part of rental licenses. This type of equipment is available only occasionally from schools and it should not be assumed rental groups will be permitted to use this equipment. Please indicate on your rental form if you need equipment, exactly what it is, and we will let you know how to go about determining if you can use equipment. If permission is granted, there will be an annual rental fee associated with using the equipment. This fee will be passed in full to the host school to fund repairs and replacement in the future.

INSURANCE

Please note that all renters, whether you are an individual, a non-profit organization or a corporation, must hold their own liability insurance covering your use of interior or exterior space in the district. A copy of your insurance certificate is to be provided to Facility Rentals prior to your rental. Insurance must include: Comprehensive General Liability insurance (including bodily injury and property damage) on an occurrence basis with a limit of no less than \$2,000,000 inclusive per occurrence. This insurance shall name the Board as an additional insured. It shall include a cross liability clause and tenant's legal liability insurance in the minimum amount of \$1,000,000. This type of insurance can be purchased through your local insurance dealer or Sport BC if you are undertaking a sporting event or activity.

REMINDERS:

1. Rental groups are expected to respect school property and equipment at all times or you will risk having your license cancelled. Please remember that Principals and the District have the right to cancel your license if your group is found to be mistreating the school, not respecting the guidelines in the license, occupying spaces other than those outlined on your license, leaving children unattended or treating the space inappropriately.
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 is strictly prohibited in any school gym in the school district.



4. Rental groups are responsible for determining, understanding and meeting the requirements of all other regulatory bodies that apply during your rental, be that the Fraser Health Authority for food permits or childcare licensing, WCB or the like.

Please do not hesitate to contact us with any other questions or concerns at 604-595-6084 or facilityrentals@sd36.bc.ca. We look forward to working with you in our Facility Rentals Office again in 2011/2012.

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