



SECTION 1: BOOKING PROCEDURES

1. All school facility bookings are subject to the conditions outlined in [Regulation 4120: Rental of School Facilities](#).
2. All school facility bookings, including field use, must be submitted through the online booking system, accessible via the School District website at <https://sd46.ebasefm.com/rentals/welcome>. The theatre at Chatelech Secondary is exempt from this process and must be booked directly through the school.
3. Bookings are not confirmed until formally approved. A confirmation email will be sent once approval is granted.
4. Booking requests submitted during school closure periods will be reviewed and processed once schools are back in session.

SECTION 2: FACILITY RENTAL RATES AND FEES

RENTAL RATES:	Category		
	1	2	3
Fields	No charge	\$12.00 per hour	\$27.00 per hour
Classrooms	\$2.00 per hour	\$12.00 per hour	\$19.00 per hour
Kitchens / Foods Rooms	\$2.00 per hour	\$17.00 per hour	\$32.00 per hour
Cafeterias	\$2.00 per hour	\$17.00 per hour	\$32.00 per hour
Chatelech Foyer	\$2.00 per hour	\$22.00 per hour	\$42.00 per hour
Parking Lots	\$2.00 per hour	\$12.00 per hour	\$27.00 per hour
Gymnasiums:			
Madeira Park, Langdale, Sechelt	\$2.00 per hour	\$12.00 per hour	\$27.00 per hour
Cedar Grove, Davis Bay, Gibsons, Roberts Creek, West Sechelt, Kinnikinnick, Halfmoon Bay	\$2.00 per hour	\$17.00 per hour	\$32.00 per hour
Chatelech, Elphinstone, Pender Harbour	\$2.00 per hour	\$27.00 per hour	\$77.00 per hour



Late Cancellation and No-Show Fees

Description	Fee
Late Cancellation (less than 72 hours' notice)	\$10.00 per rental
No-Show (without prior notice)	\$20.00 per rental or full rental fee, whichever is greater

Note: These fees apply to all confirmed bookings that are cancelled without sufficient notice or where no representative arrives on site. Exceptions may be made for extenuating circumstances at the discretion of the School District.

Equipment and Furniture Rental Fees

Item	Fee
Tables	\$2.00 per table
Chairs	\$1.00 per chair
Nets (volleyball, soccer, hockey)	\$2.00 per rental

Note: Equipment rental fees are charged per item, per rental. Availability may vary by location and must be requested in advance. No additional fee will apply for the use of tables and chairs that are already located within the booked space.

Custodial Fees

Description	Rate
Regularly Scheduled Custodian	No fee
Call-in Custodian (Regular Rate)	\$45.00 per hour
Call-in Custodian (Overtime Rate 1 – Time and a Half)	\$67.50 per hour
Call-in Custodian (Overtime Rate 2 – Double Time)	\$90.00 per hour



Custodial Rates:

- No charge if the rental takes place during the custodian's regularly scheduled work hours.
- The regular rate applies when a custodian is called in for a rental and is not regularly scheduled, subject to total hours worked.
- Overtime applies when a custodian works beyond their standard daily or weekly schedule.
 - **Overtime Rate 1** (time and a half) applies after 8 hours and up to 10 hours worked in a day, subject to total hours worked in a week.
 - **Overtime Rate 2** (double time) applies after 10 hours worked in a day and all hours worked on Sunday, Statutory Holidays or a custodian's scheduled day off.

The School District will always strive to schedule rentals in ways that minimize custodial overtime and additional costs wherever possible, while ensuring appropriate facility supervision.

Additional Notes:

- A custodian must be present on-site for all facility rentals.
- Rentals may not be approved if custodial coverage is unavailable.
- Weekend and statutory holiday rentals require prior approval and may incur additional charges.
- All regular and overtime custodial rates will be confirmed in advance, whenever possible.
- A **four-hour minimum call-out** applies for custodians who are not regularly scheduled at the time of the rental.
- Any damage or required repairs resulting from a rental will be charged at full cost recovery.