

ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES

CATEGORY: FACILITIES

NUMBER: 4120

CIRCULATING UNTIL AUGUST 20, 2025

I. Rationale:

The Sunshine Coast School District 46 welcomes and encourages the use of school facilities when not required for school purposes, in support of growth in community spirit, learning and health. The primary consideration of the Board regarding school facilities is their availability and readiness for student learning and associated activities.

II. Practices:

A. Access to Facilities

1. School facilities are reserved for school use and are generally not available for rent during the following hours:
 - i. Elementary classrooms and gyms: 7:00 a.m. – 5:00 p.m.
 - ii. Secondary classrooms: 7:00 a.m. – 6:00 p.m.
 - iii. Pender Harbour Elementary Secondary gym: 7:00 a.m. – 5:00 p.m.
 - iv. Elphinstone Secondary gym: 7:00 a.m. – 8:00 p.m.
 - v. Chatelech Secondary gym: 7:00 a.m. – 8:00 p.m.
 - vi. Schools and Parent Advisory Committees (PAC) must book all facility use outside of school hours through the Central Booking Office (e.g.: student concerts, talent shows and PAC meetings).
2. School facilities are not available for booking during any scheduled school holiday, any non-instructional day, or during exam weeks at secondary schools. Elementary school gymnasiums are not normally available for booking two weeks prior to the winter break.
3. A school district employee must be on duty in the school for the entire rental.
4. Unless there is an emergency, access to the school office shall not be granted.
5. Teacher work areas must be respected. The teacher's desk and materials must not be used. If any whiteboards have 'PLO' written on them, they must not be erased. The user group must bring their own supplies.

ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES

CATEGORY: FACILITIES

NUMBER: 4120

CIRCULATING UNTIL AUGUST 20, 2025

B. Priority for Use

1. Priority for facility rentals shall be granted to users in the following order:
 - i. School use
 - ii. Joint use partner
 - iii. Community bookings for children and youth (Category 1)
 - iv. Community bookings for groups comprised of adults (Categories 2 & 3)

C. General Conditions

1. Where a school facility has been designated a joint facility in an agreement between the Board and another local governing body (e.g. SCRD), the use and rental fees for that facility shall be as provided for in the formal Master Joint Use Agreement or its Addendums.
2. The user group shall sign an agreement/contract specifying terms and conditions for the rental.
3. The user group shall undertake responsibility to ensure that:
 - i. Smoking, tobacco products, drugs and alcohol are not permitted in the school or on school property.
 - ii. Fire exits remain clear at all times.
 - iii. Parking regulations are adhered to.
 - iv. Refuse is disposed properly in the appropriate bins.
4. Adult supervision is required at all times where persons under the age of 19 are in attendance.
5. The school district reserves the right to refuse rental of property to any user group that damages property or equipment or behaves in a manner judged to be unacceptable.
6. Damage to facilities or equipment shall be assessed and paid to the district via the Central Booking Office before future rentals are considered.
7. Requests for filming or photography on school district property should be directed to the Secretary-Treasurer as a special event request. Fees will be determined on an individual basis, guided by the Filming Rental Rates Schedule.

ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES

CATEGORY: FACILITIES

NUMBER: 4120

CIRCULATING UNTIL AUGUST 20, 2025

8. School facilities are not available to rent for funeral, memorial or celebration of life services. Using a space in the school or on school property for this type of service may, for some staff and students, connect that space to the death, making it difficult for students and staff to return there for regular classes or activities.
9. The Board or its representative has the authority to refuse or to terminate any booking.
10. Liability insurance is required for all rentals. Upon request by the district, the user shall provide evidence of all required insurance in the form of a certificate of insurance prior to the use of the premises.

D. Field Bookings

1. The district reserves the right to cancel any booking if, in the opinion of the principal or Manager of Facilities and Transportation, weather conditions have rendered a field liable to damage by use at the scheduled time.

E. Use of Equipment and Furnishings

1. Equipment and furnishings needs shall be clearly specified in all rental applications, and equipment shall be returned to storage after the rental. Additional charges may be required for set-up and tear down.
2. Expendable sports equipment such as, but not limited to, hockey sticks, bats and balls, shall not be loaned to rental groups.
3. Games or equipment that damage the facility shall not be permitted. The use of any footwear or equipment that may leave marks on the gym floor is prohibited. Hockey sticks used in gymnasiums must have plastic blades.
4. User groups may not store equipment or personal possessions at any school facility outside of their facility booking.
5. No connections to electrical panels will be permitted without prior authorization from the Maintenance Department. This permission must be requested when booking facilities.
6. Computer labs and projection machines are not available for booking.
7. The theatre at Chatelech Secondary may be rented by contacting the school directly.

ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES

CATEGORY: FACILITIES

NUMBER: 4120

CIRCULATING UNTIL AUGUST 20, 2025

F. Fees and Rental Rates

1. The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities, equipment, and any additional staffing requirements. The schedule of fees and rental rates shall be made available on the district's website and through the Central Booking Office.
2. Special requests for access to school board buildings and grounds that are not covered by the normal regulations may be submitted in writing to the Secretary-Treasurer for approval. The Secretary-Treasurer shall set charges for such rental situations on an individual basis.
3. All user groups are required to provide a valid credit card for billing.
4. Late cancellation or no-show fees will be charged to facilitate efficient space allocation and promote greater community access.
5. In general, the rental of school facilities will be on a cost-recovery basis. Reduced rates may be available to groups that have a benefit to youth or the community.
6. Facility rental fees shall not apply to school groups, users under the Joint Use Agreement, or activities organized by Parent Advisory Councils (PACs).

G. Categorization of User Groups

1. Fees and rental rates listed in Schedule A are determined according to the following categorization of user groups.
 - a) Category 1:
 - a. Youth groups comprised of school age and preschool children,
 - b. Special Olympics community group
 - c. C.U.P.E Local 801 meetings / S.C.T.A. meetings, and groups entirely comprised of district employees.
 - b) Category 2:
 - a. Cultural, religious, educational, and other non-profit groups including, but not limited to:
 - i. Service clubs
 - ii. Local governments
 - iii. Community Schools (for programs geared to adults)

ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES

CATEGORY: FACILITIES

NUMBER: 4120

CIRCULATING UNTIL AUGUST 20, 2025

- iv. Adult-oriented athletic groups, even if youth also participate
 - v. Private non-profit bookings (e.g. birthday parties)
 - b. Entrepreneurial groups offering programs for school age and preschool children
- c) Category 3:
 - a. Entrepreneurial groups for private profit.

Revised: September 2016, October 2024

Received: October 2024

References: Board Policy 1, 12.6