

# ADMINISTRATIVE REGULATIONS

TITLE: RENTAL OF SCHOOL FACILITIES  
CATEGORY: FACILITIES  
NUMBER: 4120

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## I. Rationale:

The Board of Education of School District No. 46 (Sunshine Coast) 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 not available for rent during the following hours:
  - a) Elementary classrooms and gyms: 7 a.m. – 5 p.m.
  - b) Secondary classrooms: 7 a.m. – 6 p.m.
  - c) Pender Harbour Elementary Secondary gym: 7 a.m. – 5 p.m.
  - d) Elphinstone Secondary gym: 7 a.m. – 8 p.m.
  - e) Chatelech Secondary gym: 7 a.m. – 8 p.m.
  - f) Schools 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.

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B. Priority for Use

1. Priority for facility rentals shall be granted to users in the following order:
  - a) School use
  - b) Joint use partner
  - c) Community bookings for groups comprised of children and youth
  - d) Community bookings for groups comprised of adults

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:
  - a) smoking is not permitted in the school or on school property,
  - b) fire exits remain clear at all times,
  - c) parking regulations are adhered to, and
  - d) refuse is disposed properly in the appropriate bins.
4. The user group may serve alcohol at an event only if:
  - a) the user group has informed the Central Booking Clerk of their intention to serve alcohol and permission has been granted by the school principal and the superintendent,
  - b) the user group has obtained appropriate licensing through the Liquor Control Board,
  - c) alcohol is only served within the containment of the building structure,
  - d) no alcohol is served or within view when minors are in the building, and
  - e) the user group removes all traces of alcohol, including but not limited to empty cans and bottles, after the event. School garbage cans or dumpsters on school district property shall not be used for disposal.
5. Adult supervision is required at all times where persons under the age of 19 are in attendance.

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6. 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.

7. Damage to facilities or equipment shall be assessed and paid to the district via the Central Booking Office before future rentals are considered.

8. The Board or its representative has the authority to refuse or to terminate any booking.

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.

2. In order to allow for priority booking, applications for the use of fields for minor baseball should be submitted to the Central Booking Office no later than March 15<sup>th</sup>.

E. Use of Equipment and Furnishings

1. Equipment and furnishings needs shall be clearly specified in all rental applications. Additional charges may be required for set-up and tear down.

2. Non-expendable equipment or furniture shall be supplied at no charge. Equipment shall be returned to storage after the activity.

3. Expendable sports equipment such as, but not limited to, hockey sticks, bats and balls, shall not be loaned to rental groups.

4. Persons using apparatus and equipment do so at their own risk. The district shall not be held responsible for injuries to persons using the facility.

5. 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.

6. User groups may not store equipment or personal possessions at any school facility outside of their facility booking.

7. No connections to electrical panels will be permitted without prior authorization from the Maintenance Department. This permission must be requested when booking facilities.

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8. Computer labs and projection machines are not available for booking.
9. The theatre at Chatelech Secondary may be rented by contacting the school directly.

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. 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. 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.

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:
    - (1) School groups,
    - (2) Parent Advisory Councils' organized activities (PAC).
  - b) Category 2:
    - (1) Youth groups largely comprised of school age and preschool children,
    - (2) C.U.P.E Local 801 meetings / S.C.T.A. meetings, and groups entirely comprised of district employees (if facility is not required by a renter in Categories 3 or 4).
  - c) Category 3:
    - (1) Cultural, religious, educational, and other non-profit groups including, but not limited to:
      - (a) Service clubs

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- (b) Local governments
- (c) Community Schools (for programs geared to adults)
- (d) Private non-profit bookings (e.g. birthday parties)
- (2) Entrepreneurial groups offering programs for school age and preschool children
- d) Category 4:
  - (1) Entrepreneurial groups for private profit.

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**References:** Board Policy 1, 12.6