



## RENTAL AND USE OF SCHOOL FACILITIES

### Background

The district encourages community organizations and private groups to use school facilities and fields when they are not required for the school's educational program. The rental and use of district school facilities will be governed by the procedures below.

Where a state of emergency exists and/or conflicts arise with the interpretation of this operational procedure, all final decisions will be made by the secretary-treasurer, and in consultation with the Board of Education, where appropriate.

### Procedures

1. The district reserves the right to refuse rental to any organization or individual.
2. Viewing of facilities must take place after school hours and by appointment only.
3. Commercial, community and non-sponsored district functions will be required to have a custodian in attendance for the duration of the function. District-sponsored events having random access to the facility (more than one room) will be required to have a custodian for clean-up and security purposes. The custodian, when assigned outside regular hours, will generally assist the renter, keep the facility as tidy as possible, and ensure the security of the building. Custodial wages, generated outside regular hours, will be billed to user groups.
4. District employees and trustees are not to use district facilities, equipment or supplies for personal reasons during or after school hours without approval in accordance with operational procedure 520 (Fraud Prevention and Investigation). Should an employee or trustee wish to use district facilities for a non-SD72 event or purpose, they must submit an application for use in accordance with 6.3 of this operational procedure and pay the corresponding fees.
5. Any person on school district property as a result of a rental shall obey the instructions of the principal, custodian, or any other district employee in authority, and if asked to leave the premises by that representative, shall do so immediately.
6. A copy of this operational procedure will be made available to all community users of school facilities.
7. **APPLICATIONS FOR USE**
  - 7.1 The scheduling of school grounds, facilities, and equipment for school activities on instructional days between 6:00 a.m. and 5:00 p.m. will be done by the school secretary under the direction of the school principal.
  - 7.2 School District 72 staff or groups requesting rentals for instructional days outside of 6:00 a.m. and 5:00 p.m., non-instructional days and/or weekends for district/school events must submit an internal application for school/district use of school facilities form (SD72 Form 505-1) to the facility booking clerk at the school board office at least 15 calendar days in advance of the activity/event.

- 7.3 All rental requests from outside or non-SD72 groups must be made in writing using the Application for Use of School Facilities form (SD72 Form 505-2) and submitted to the facility booking clerk at the school board office at least 15 calendar days in advance of the activity/event.
- 7.4 Applications for use on a repetitive or seasonal basis must be renewed annually. Repeat groups are required to apply in June of each year.
- 7.5 The facility booking clerk will inform the school principal and school custodial staff of all bookings by sending them copies of the completed booking form.
- 7.6 No rental will be permitted that will interfere with school instructional time, and use will be in accordance with the following priorities:
- a) school programs, including partners in education;
  - b) continuing education programs;
  - c) youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs;
  - d) community and recreational activities;
  - e) commercial and private functions.
- 7.7 The maintenance program will take precedence over use of facilities while school is not in session.
- 7.8 School playing fields are for the use of the schools until 5 p.m. (Monday through Friday), but when not required for school purposes, they will be allocated by the Campbell River Parks and Recreation Department for community use, with the approval of the secretary-treasurer. The Parks and Recreation Department assumes responsibility for proper use of fields, security deposits (where necessary), and cancellation if poor weather conditions will result in damage.

## 8. RESPONSIBILITIES

- 8.1 All groups or organizations shall provide adult supervision (adult supervisor must be at least 21 years of age) of the activity involved during the period of booking;
- 8.2 School-based employees who are sponsoring activities must be in attendance at all times (as required by Insurance Underwriters);
- 8.3 All groups or organizations shall ensure compliance with all outside regulatory agencies;
- 8.4 All groups or organizations shall supervise entrances and adjacent areas to ensure that unauthorized persons do not enter the building;
- 8.5 All groups or organizations shall ensure that participants remain within the confines of the area assigned to the group, stay within the allocated time schedule, and vacate the premises promptly; and
- 8.6 All groups or organizations shall have a copy of the rental permit on hand.

## 9. **CONDITION OF PREMISES**

- 9.1 All premises are rented "as is." Renters are restricted to the use of the facilities as stated on the approved application form. Tables and chairs will be provided only to the extent that such items are specified on the approved application form.
- 9.2 There is no guarantee, expressed or implied, on the part of the district as to safety, suitability, or condition of the premises rented. Renters must accept the said premises at their own risk.
- 9.3 Premises must be left in an acceptable condition and must be secured.

## 10. **INSURANCE**

- 10.1 The user shall indemnify and hold harmless School District 72, and any of its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the school district by the user group and any of its officers, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the school district.
- 10.2 Commercial and non-profit user groups are required to provide and maintain, at their own expense, general liability insurance with a limit not less than two million dollars (\$2,000,000) or such other amount as the school district may choose with an insurer licensed in British Columbia. This liability insurance must be inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user group, its officers, employees, servants, agents, contractors, and volunteers and shall include the school district, its officers, employees, servants agents and contractors as additional insureds with respect to liability arising out of the use or occupation by the user group of the property belonging to the school district.
- 10.3 The user group must agree to waive all rights of subrogation or recourse against the school district with respect to the use or occupation by the (user group) of the premises described in the agreement.
- 10.4 The user group shall provide the school district with evidence of all required insurance prior to the effective date of the agreement. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the school district, the user group shall provide certified copies of required insurance policies.
- 10.5 Following an accident or incident an Incident Report Form must be completed and submitted within forty-eight (48) hours whenever:
- medical/first aid attention is required
  - loss or damage to school district property occurs.

## 11. **CANCELLATIONS**

- 11.1 Other than refunding rentals, School District 72 assumes no responsibility if last-minute cancellations are caused by power failure, furnace failure, inclement weather, fire regulations, or other causes beyond the control of the district.

- 11.2 Failure to comply with rental regulations may result in immediate cancellation of the rental. Rentals may be revoked or cancelled at any time. In the event of such revocation or cancellation there can be no claim or right to damages or reimbursement on account of any loss, damage, or expense.
- 11.3 School district functions take precedence. Rental bookings may be pre-empted by school programs; every effort will be made to provide four (4) calendar days' notice, by the school principal. Major events, approved by the secretary-treasurer's office, will not unreasonably be cancelled or pre-empted.
- 11.4 The board reserves the right to cancel the use of fields and grounds at any time where conditions may result in damage.

## 12. **FINANCIAL RESPONSIBILITY**

- 12.1 Payment is due in full at the time of booking unless other arrangements are made with the secretary-treasurer, or designate, in advance.
- 12.2 The secretary-treasurer may require a refundable deposit where the activities could result in damage to either grounds or equipment. The renter may be held responsible for any damage resulting from use of the facility.
- 12.3 The renter will be billed for any costs associated with misuse of the intruder alarm systems.

## 13. **PROTECTION OF FLOORS**

- 13.1 The use of street shoes or other footwear, which would damage the floors of theatres, gymnasiums, or other areas specified in the lease, is strictly forbidden.
- 13.2 Application of powdered waxes, tapes or other substances to gymnasium floors is strictly forbidden.
- 13.3 The school may request protective floor covering to be used.

## 14. **RESTRICTED SPORTS**

The use of school gymnasiums will be restricted or modified where normal outdoor activities are conducted indoors.

- 14.1 The following sporting activities will not be permitted in school gyms:
- field hockey
  - skateboarding
  - rollerblading
- 14.2 The following sporting activities will be permitted in school gyms with the equipment requirements as noted:

a) Soccer

Must use only indoor soccer balls.

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|-------------------------------|---|
| b) Lacrosse                   | Must use only plastic or McWhippet equipment (this includes the soft ball).   |
| c) Floor Hockey               | Restricted to gyms with wood or concrete surfaces. Must use only plastic or approved Cosum sticks and Cosum balls or pucks. Body checking into sidewalls NOT permitted. |
| d) Softball/Baseball/Football | Throwing/catching practice only, using the IncrediBall. Batting practice NOT permitted.   |

## 15. USE OF EQUIPMENT

- 15.1 Physical education equipment such as volleyball and badminton stands, nets, and hockey goals where available, may be used by groups renting school gyms by advance arrangement with the principal. Supplies such as balls and racquets must be provided by the user groups. The school may request a user charge for wear and tear on equipment.
- 15.2 Games involving the use of equipment or supplies in such manner as to harm the building will not be permitted.

## 16. PARKING

- 16.1 Parking is permitted only in designated areas.
- 16.2 Vehicles parked in fire lanes or similar areas may be immediately towed away, with all costs borne by the vehicle owner.
- 16.3 Supervision of parking is the responsibility of the renter.

## 17. BOARD APPROVAL

The following activities require specific Board of Education approval, by resolution:

- Dances, other than school-sponsored;
- Overnight billeting.

## 18. HOURS OF ACCESS

- 18.1 Access to school facilities may not be gained before 5:00 p.m. on any regular school day without the approval of the school principal.
- 18.2 Rented facilities must be vacated by 10:00 p.m. Time extensions may be approved by the secretary-treasurer or designate only under exceptional circumstances.

## 19. SCHOOL FUNCTIONS

- 19.1 Internal applications must be filed for all school functions held during the evening, on weekends, or on other non-school days, which are outside the hours identified in 7.1).

19.2 School functions will not pre-empt regularly scheduled outside bookings unless four calendar days' notice is provided. Major events, approved by the secretary-treasurer's office, will not unreasonably be cancelled or pre-empted.

19.3 The school concerned will be responsible for additional custodial costs arising out of extra-curricular use or damage caused.

## 20. **FIXTURES AND PRIVATE PROPERTY**

20.1 Stage decorations or any other private property may not be left or stored in a school without permission of the principal. The board will not be responsible for any such goods or properties.

20.2 No alterations, installations or fastenings shall be permitted in any building unless authorized in writing by the secretary-treasurer or designate.

20.3 Renters will not use or have access to custodial supplies.

20.4 Telephone service will not be made available to parties renting facilities, except where a pay telephone is already provided or in the event of an emergency.

## 21. **USE OF ALCOHOL OR RECREATIONAL DRUGS**

21.1 In principle, the Board of Education shall not allow the use of alcohol or recreational drugs on school property by any person.

21.2 Where a group wishes to serve alcohol at a social event, a request must be made in writing to the secretary-treasurer for approval. The secretary-treasurer may choose to seek guidance from the Board of Education in considering such requests.

## 22. **RENTAL RATES**

22.1 Rental rates shall be established annually by the secretary-treasurer in consultation with the superintendent of schools, assistant superintendent and manager of operations. Changes to the structure of rates or the amounts shall be provided to the Board of Education for information.

22.2 A non-refundable processing fee of \$60.00 plus applicable GST, per application, plus any additional custodial costs (see Rental Rate & Additional Charges Schedule at the end of this procedure), will be charged to all users of school district facilities. This processing fee will be charged for each of two periods: September to January and February to June.

22.3 There is a minimum two-hour charge for irregular users.

### 22.4 **GROUP A — Registered Youth Groups**

Includes registered youth groups (e.g. 4-H, Scouts, Brownies, etc.) using the facility for activities for youth 18 years and under.

Rental Rates: non-refundable processing fee (see 22.2) plus any additional costs.

22.5 **GROUP B — Non-Profit/Community**

Includes organizations such as North Island College, Recreation Commission programs and activities; non-profit organizations, and other community groups; CRDTA and CUPE, Local 723 meetings.

Rental Rates: In accordance with attached schedule, plus non-refundable processing fee (see 22.2), and any additional costs where applicable.

22.6 **GROUP C – Commercial**

Commercial groups, where the renter charges admission or instruction fee or collects donations.

Rental Rates: In accordance with attached schedule, plus non-refundable processing fee (see 22.2), and any additional costs where applicable.

Related Forms: [SD72 Form 505-1 Internal Application for School/District Use of School Facilities](#)  
[SD72 Form 505-2 Application for Use of School Facilities](#)

Revised: August 2023  
June 2017



Operational Procedure 505 - Rental Rate & Additional Charges Schedule

**HOURLY RENTAL RATES**

<b>Facility</b>	<b>Group B</b>	<b>Group C</b>
Standard Classroom	15.00	25.00
Conference Rooms, Board Room and Libraries	20.00	35.00
Elementary Gyms	20.00	40.00
Middle and Secondary Gyms	30.00	65.00
Computer Labs	55.00	80.00
Heritage Lands Education Complex—Theatre	35.00	65.00
Heritage Lands Education Complex—Cafeteria	35.00	65.00
Multi-Purpose Rooms	15.00	25.00

**ADDITIONAL CHARGES**

Chairs, tables and staging	Chairs \$1.00 each, tables \$6.00, staging \$10.00 per section, excluding delivery. Delivery will be extra at \$25.00 per hour – minimum \$50.00 charge)
Shower/Change rooms	Additional charge of \$20.00 per day for each shower room and/or change room used where use of showers is requested an approved on rental form.
Custodial	The secretary-treasurer (or designate) or the principal may require special presence of a janitor, in which case charges will be in accordance with the current Collective Agreement with CUPE Local 723, plus a factor to cover employee benefits.

Set March 2010