

*Facilities/Equipment F 8.0*

**Community Use of  
Facilities**

Date: 2016.07.22

**Board Policy:** 3513  
Community Use of Facilities

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The purpose of this Administrative Reference Circular (ARC) is to provide operational guidelines in the implementation of Policy 3513 Community Use of Facilities). This ARC must be read in conjunction with Board Policy 3513 Community Use of Facilities. If any reference in this ARC contradicts the Board Policy, Policy will prevail.

The Superintendent of Schools delegates the responsibility of implementing Community Use of Facilities to the Secretary Treasurer.

In developing operational guidelines for this policy, the following must be considered:

1. Mitigating Board Liability
2. Security and Safety Standards of Facilities and Grounds
3. Costs Incurred by the Board

**A. Definitions for the purposes of this document:**

1. **Facility:** defined as any School District No. 27 useable indoor or outdoor space(s).
2. **User(s) or Users of a Facility:** defined as any individual, organization or business renting a facility.
3. **Not in Session Days:** defined as any day that students are not required to attend school (i.e. weekends, non-instructional days, professional development days, fall, spring and Christmas breaks, emergent closures (short and long term (extreme weather, flooding etc.)).
4. **School/District Use:** refers to use for:
  - 4.1. Activities authorized, organized and supervised by the District, School, District Parent Advisory Council, or Parent Advisory Council and be for the primary benefit of School District students and be at no cost to the students or be a fundraiser with all monies going to a School District or PAC/DPAC bank account for the primary benefit of School District students.

- 4.2. Activities authorized, organized and supervised by the District or School and be for the primary benefit of School District employees, parents or the community at large.
- 4.3. Meetings of School District employee association's or union's membership.
5. **Small Group:** defined as a group with less than 20 participants, renting a facility for a period of not more than two hours.

## **B. Facilities**

1. At the discretion of the Secretary Treasurer, facility use may be limited to specific schools and specific spaces. For example: set time slots for rental at schools where evening custodians are on site may be filled before a school with no evening custodian.
2. Facilities shall normally be available for public between the hours of 5:00 – 10:00 pm on days when students are in session. Upon special application, the Secretary Treasurer may approve use of facilities outside of these hours. Any operational costs incurred for extending these hours will be borne by the User.
3. Indoor facilities will be made available to Users between 15 October and 15 June each year.
4. Outdoor facilities are open for use by the community at times other than those required by Schools; the District; or joint use and community use agreement holders.
  - 4.1. Priority will be given to organized groups and the Secretary Treasurer (or designate) has the right to restrict the type of game or activity.
  - 4.2. The Secretary Treasurer (or designate) has the right to suspend any activity if field conditions are inferior or required to complete required maintenance.
  - 4.3. Motorized vehicles, or the like, are not allowed on playfields at any time.
5. Applications for indoor use of facilities during times when school is not in session will not normally be approved. Special application, in writing to the Secretary Treasurer, must demonstrate extenuating circumstances for the application to be considered. Any operational costs incurred for use when school is not in session will be borne by the User.
6. Facilities are closed to the public between 10:00 pm to 6:00 am. Public use is prohibited during regular school hours when students are in session.

## **C. Information for Schools and Staff**

1. Applications by Users
  - 1.1. All applications for use by Users must be processed through the Booking Clerk.

- 1.2. Schools within the proximity of Williams Lake should direct Users to the Booking Clerk (in the Board Office 350 North 2<sup>nd</sup> Avenue, Williams Lake V2G 1Z9)
- 1.3. Schools outside the proximity of Williams Lake may accept applications, change to applications or cancellation of applications from Users by:
  - 1.3.1. Ensuring the applicable fee is included with the application form and write on the application that it has been received.
  - 1.3.2. Ensuring the application form is complete NOTE: Principal approval is **NOT** to be granted at this point
  - 1.3.3. Faxing the application form to the Booking Clerk with a notation that the applicable fee was received by the School
  - 1.3.4. Sending the application form and the applicable fee to the Booking Clerk through School District mail service with notation of the date the request was faxed to the Booking Clerk.
- 1.4. The Booking Clerk will seek approval from the facility Principal once availability and costs have been established. Principal approval authorizes the User, the activity, the equipment, and the space requested. Questions and/or concerns at this point should be directed to the Booking Clerk or the Secretary Treasurer. It is imperative that a principal does not authorize use prior to the Booking Clerk assessing the application.
- 1.5. Any School District employee who makes application to use facilities for private purposes or purposes other than for School/District Use, must follow normal procedures as a User for access to facilities and shall be subject to normal rental rates.
- 1.6. No School District employee may volunteer services for an individual or organization using the facilities where it would contravene any part of these procedures or Board Policy.
- 1.7. No School District employee is to accept gratuities or payment, on behalf of themselves or the School District, from groups in exchange for reserving School District facilities and grounds.
- 1.8. Users do not have access to any school equipment unless pre-authorized on the rental agreement. Equipment includes tables, chairs, sporting equipment and nets, electronics and kitchen accessories etc. The Fee Schedule identifies the rates, if applicable, charged.
- 1.9. Any revenues derived from the rentals of facilities are the property of the School District and will be shared with schools for the support of school programs and equipment. The Secretary Treasurer will establish procedures for application for use by Schools for these funds.
- 1.10. The Principal is responsible for providing training or information to Users approved as a Small Group to mitigate the liability of the Board and to

ensure safety and security of the facility in the absence of approved School District personnel. This includes how to properly access and depart from the facility. It is the User's responsibility to contact the Principal to arrange a mutual time for the training or information to be received.

2. Applications for School/District Use
  - 2.1. Schools are required to complete an application for use. The Principal of the school requesting the facility must make the application by signing as the User.
  - 2.2. School/District use of facilities will always have priority over community use. Schools are reminded to submit their request to the Booking Clerk well in advance of the date of the school event to allow opportunity for relocation of any User.
  - 2.3. No fees are charged for School/District Use (application, change, cancellation or rental).
  - 2.4. Any operational costs incurred for use of a facility will be borne by the School.
    - 2.4.1. At the discretion of the Secretary Treasurer, the presence of a custodian may be required at activities authorized, organized and supervised by the District/School or at meetings of School District employees association's or union's membership.
    - 2.4.2. In those instances, where the presence of a custodian is not required, one School District employee must be delegated as the supervisor and be present for the event, in relation to the facility use and security.
  - 2.5. To eliminate booking conflicts, Principals shall indicate to the Booking Clerk by September 15<sup>th</sup> and no later than September 30<sup>th</sup> of each year the times the facility space is to be reserved for K-12 school educational activities during the following school year. Other times throughout the year, Principals are requested to give at least two weeks' notice prior to the event to ensure space is available and other users can be accommodated elsewhere or cancelled.
  - 2.6. Any School District employee who makes application to use facilities for private purposes or purposes other than for School/District Use, must follow normal procedures for access to facilities and shall be subject to normal rental rates.

#### **D. Information for Users**

1. Application for Use
  - 1.1. All Users are required to complete an application for use.



- 1.2. Completed applications are to be submitted to the Booking Clerk at:  
Booking Clerk  
School District No. 27 (Cariboo-Chilcotin)  
350 N. Second Avenue  
Williams Lake, BC V2G 1Z9  
  
Or, at the convenience of the User, at the facility requested. (see item: C.1.3)
- 1.3. Applications must be received by the Booking Clerk a minimum of 3 weeks prior to the event. **Applications received within 3 weeks of the event date will not be considered** unless a request, in writing, is made to the Secretary Treasurer demonstrating extenuating circumstances.
- 1.4. The processing fee must be submitted at the time of application and is non-refundable. **Applications submitted without the processing fee included will not be considered.**
- 1.5. It is the responsibility of the User to complete the application form in its entirety. **Incomplete applications will not be considered.** Consult with the Booking Clerk prior to submitting your application if clarification in completing the application form is required.
  - 1.5.1. All new and renewal applications for use of School District facilities and grounds, including School and District applications, must be made on the appropriate form.
  - 1.5.2. Users are to ensure all requirements such as bleachers, chairs, etc. are specified when requesting a booking.
  - 1.5.3. The time allotment indicated on the permit must be inclusive of setting up, changing, showering, and taking down/dismantling times.
  - 1.5.4. The Permit is not valid until approved by the appropriate signing authorities of the Board and the user group, and the appropriate payment has been received.
- 1.6. School/District use of facilities will always have priority over community use. Any user group may be bumped from a particular time, day or facility or grounds based on requirements of the School District. If a User is preempted by School/District use, the Booking Clerk will attempt to relocate the User to another space. If no space is available, the User may qualify for a refund of fees paid for that instance.
- 1.7. The application form is normally available on the School District's website ([www.sd27.bc.ca](http://www.sd27.bc.ca)). Forms may also be picked up at schools or the Board Office.

- 1.8. Prior to June 30th of each year, Joint Use and Community Use Agreement holders shall advise the Booking Clerk of the facilities required to offer their Community Service program for the following school year. Other times throughout the year may be requested no later than 3 weeks prior to the event.
  - 1.8.1. Applications received prior to September 15<sup>th</sup> will be considered in priority order as per Board Policy.
    - a. A user group that was issued a permit for use in the year immediately preceding has the right-of-first refusal of use of a facility.
  - 1.8.2. Applications received after this date will be considered in order received, bearing in mind that School/District use will always have priority.
- 1.9. Administration fees will be charged for every application; for a change to an accepted application; and to cancel an application. These fees are non-refundable and must be received before the request will be considered.
- 1.10. Advance notice of a minimum of two business days is required by the User to cancel or change of date and time of an event. Failure to give advance notice will result in forfeiture of all fees.
- 1.11. The School District reserves the right to cancel or revoke any permit at any time with or without cause and no claim may be made against the Board for damages or reimbursement on account of any loss, damage or expense except for rental fees already paid.
- 1.12. In the case of a labour dispute, strike, or lockout, resulting in the closure of schools, or other emergent school closures (i.e. extreme weather, power outages etc.), all rentals will be suspended.
  - 1.12.1. If the User does not request a refund of rental fees, no change fee or cancellation fee will be charged for rescheduling or cancelling the event.
  - 1.12.2. If the User requests a refund of rental fees, an application for the same event will be treated as a “new” application.
  - 1.12.3. If the User is a participant of the Reduced Rental Rate Plan, conditions of the Plan apply.
- 1.13. The holding of games of chance, including lotteries, raffles or bingos in facilities is permissible, subject to the appropriate permits being obtained by the User and copies are attached to the Contract upon signing the Contract.
- 1.14. The Secretary Treasurer reserves the right to deny activities and events planned at a facility, if:

- 1.14.1. The event does not meet or align with the goals and policies of the Board
  - 1.14.2. The event may portray the Board in a negative light
  - 1.14.3. The event may call into question the *Human Rights Act*.
2. Financial Impacts
- 2.1. A Schedule of Community Use Rental Rates and Fees is established in accordance with Board Policy. The schedule is reviewed annually by the Board of Education and is attached to this document (Appendix A).
    - 2.1.1. Bookings must be a minimum of 2 hours.
    - 2.1.2. Users will be charged an hourly rate to a maximum of 8 hours per day.
    - 2.1.3. All direct costs associated with a booking will be borne by the User. Direct costs include, but are not limited to: custodial time, equipment rentals, snow / ice removal, consumable products etc.
    - 2.1.4. A 25% discount will be given to Users who:
      - a. Book on one application for the entire year: 15 October to 15 June,
      - b. Book a minimum of one 2 hour session per week that school is in session, and
      - c. Payment is received in one lump sum at time of signing the contract.
      - d. No refunds for cancelled booking will be given unless the cancellations exceed 25% of the annual booking. The calculation of the refund will be completed at the end of the contract.
    - 2.1.5. The applicable tax is to be added to all facility rental charges, fees and services.
  - 2.2. To assist in mitigating Board liability and to ensure safety and security of facilities, the attendance of a custodian is required at all indoor events and, if deemed necessary by the Secretary Treasurer, may be required for outdoor events; however, special consideration will be given to Small Groups. Direct costs incurred by the School District will be borne by the User.
    - 2.2.1. Users will not be normally be assessed any additional fee for a custodian to be in attendance on days when school is in session and a custodian is normally scheduled to work in the facility during the hours requested.
    - 2.2.2. A custodial fee may be assessed, at the discretion of the Secretary Treasurer, for larger events, even when a custodian is normally scheduled to work at a facility during the hours requested.
    - 2.2.3. The number of hours assessed will be calculated in accordance with the Collective Agreement with the support staff union and overtime rates and minimal call out hours may apply.

- 2.2.4. The attendance of a custodian may be waived for Small Groups as per the following parameters:
  - a. Small group must be less than 20 participants.
  - b. Rental period is not more than two hours.
  - c. The event, at the discretion of the Secretary Treasurer, does not warrant extra service to mitigate liability and to ensure safety and security of facilities.
  - d. At the determination of the Secretary Treasurer, the event is not anticipated to require extra cleaning of the facility over and above the normal regular schedule.
  - e. A custodian must be regularly scheduled to work the day immediately following the event (i.e. Monday to Thursday on weeks when school is in session.)
  - f. On days when school is not in session and on Fridays when school is in session, the rental fee will be increased by 25% to offset the cost of cleaning.
  - g. Application approval is conditional to the availability of a custodian.
  
- 2.2.5. PAC meetings, where the principal is in attendance, will be classified as a school event. This is the only time when a custodian need not be present for a PAC sponsored event.
  
- 2.3. If additional supervisory, set up and/or take down of chairs and tables or custodial services are required, as determined by the Secretary Treasurer, prior to 10 pm on days school is in session, Users will be assessed additional fees. Custodial services may include, but not limited to, cleaning and ensuring safe access such as walkway clearing.
  
- 2.4. If services, such as snow removal, are required at times other than when would normally be provided by the School District for its own purposes, the User will bear the cost.
  - 2.4.1. In lieu of snow removal of a parking lot, the Secretary Treasurer (or designate) reserves the right to close the parking lot for use by the User. It will be the User's responsibility to enforce the closure and the User will be responsible for any costs associated with any violations.
  
- 2.5. Keys and alarm codes for facilities will be given to those Users that are approved as a Small Group and will be used only by the recorded designated user and only in the time period approved in the contract. A key deposit is required.
  - 2.5.1. It is the responsibility of the User to contact the facility principal to arrange for instruction on how to properly access and depart from the facility.

- 2.5.2. Violations of the use and distribution of keys and access codes will result in immediate eviction and cancellation of all future events of the User and forfeiture of the key deposit.
- 2.6. School equipment, including, but not limited to, balls, hockey sticks, electronic equipment, office equipment (copiers/phones/paper etc.), kitchen accessories and janitorial supplies/equipment will not be made available to Users.
  - 2.6.1. Tables that are not part of the normal facility set up (i.e. already part of a classroom set up) are available for rent. A delivery charge will be assessed if the School District is requested and agrees to deliver tables from another facility.
  - 2.6.2. Chairs that are not part of the normal facility set up are available for rent when the amount exceeds 30. A delivery charge will be assessed if the School District is requested and agrees to deliver chairs from another facility.
  - 2.6.3. At some facility locations, and upon application request, nets, such as volleyball, hockey and shower facilities etc. may be available for rent.
  - 2.6.4. Rental of home-ec rooms will include the use of domestic fridges and stoves only.
  - 2.6.5. Commercial and/or cafeteria kitchens will not be available for rent.
- 2.7. Functions with an expected attendance of 100 participants/visitors or more shall be subject to a \$200.00 refundable security deposit. Refunds will be paid within the following calendar month after the function. If additional costs are incurred over and above those covered in the predetermined fees, said costs will be deducted from the damage deposit, an accounting of which will be stated upon the payment of said deposit to the user.
- 2.8. In accordance with Collective Agreements, Users are not allowed to assist in cleaning of the facility.
  - 2.8.1. Users may assist custodial staff in setting up/take down of tables, chairs, equipment, and removing garbage. If requested at the time of application, this may reduce the Users costs for custodial time.
- 2.9. All predetermined fees, including custodial and security, shall be agreed to in writing by the user group before authorization or access is permitted.
  - 2.9.1. Where payment is required, it shall be at the time of signing.
  - 2.9.2. A refundable security deposit is required if alcohol is served or expected attendance is over 99 persons.
  - 2.9.3. Any additional costs incurred over and above those covered in the user or rental fees, said costs will be deducted from the security deposit; an accounting of which will be stated upon the payment of said deposit to the user group.

- 2.9.4. If a security deposit is not required or is not sufficient to cover additional incurred costs, the User will be invoiced and payment due upon receipt.
- 2.9.5. Failure to discharge indebtedness will result in the immediate cancellation of facility usage privileges, current or future.
- 2.10. The Board is not responsible for any property left or lost on school premises.
- 2.11. Although there is no charge for use of outdoor facilities, application for use is still required for all organized or formal uses.
  - 2.11.1. The User is responsible for all direct costs incurred with the usage, such as power usage, improper clean up after the event, or damage.
  - 2.11.2. At the discretion of the Secretary Treasurer, custodial staff may be required to be in attendance for an event. The cost will be borne by the User.

### **3. Parameters of Use of Facilities**

- 3.1. User groups require a fully executed copy of the Rental Agreement from the School District and must present it to the employee in charge at the school site. This Agreement must be arranged through the Booking Clerk.
- 3.2. All facilities are rented on an as-is basis. This applies to suitability, condition, and services.
- 3.3. User groups renting school facilities must comply with all Board policies and applicable public by-laws and regulations. These include not smoking or drinking on school grounds or in school facilities, no vehicles on school playing fields, using only fire proof props, not exceeding seating capacity, and keeping exits clear.
  - 3.3.1. Section 2.2 of the Tobacco Control Act strictly prohibits all persons from smoking or using tobacco, or holding lighted tobacco, in or on school property
- 3.4. User groups using school facilities or playing fields shall provide adequate adult supervision to be responsible for the admission, actions and behaviour of all participants and/or spectators.
  - 3.4.1. It is the responsibility of the User supervisor(s) to confine participants and spectators to the area indicated on the permit.
  - 3.4.2. The Board reserves the right to evaluate supervision.
  - 3.4.3. Any damage done to the facility, grounds or equipment is the responsibility of the user group.
  - 3.4.4. The user group supervisor must:
    - a. Contact the facility Principal, prior to use of facility, and arrange for an orientation of the site and familiarization with emergency and evacuation procedures.

- b. Make himself/herself known to the custodian on duty in the building, and advise when all participants have vacated the premises.
    - c. Enforce all Board regulations concerning the use of school facilities and grounds
    - d. Supervise entrance and adjacent area to prevent unauthorized persons from entering the building
    - e. Limit activities and participants to the area assigned to the group
    - f. Ensure that specified days and times are adhered to as stated on the Rental Agreement
    - g. Remain in attendance during the entire approved rental period
- 3.5. Users of facilities shall accept responsibility for the cost of damage to the building or to equipment and loss/theft of equipment during the rental period. Failure to make restitution to the School District for these costs may result in legal action and future use privileges will be forfeited.
- 3.6. Equipment is not included in the rental price. The use of any school equipment or school district equipment is to be arranged at the time of application with the Booking Clerk. Rental fees may be charged.
- 3.7. External equipment being used in facilities by Users may be subject to approval. User equipment may be left in the school only with the permission of the school principal. The Board will not be responsible for any property left on school premises, for any reason.
- 3.8. User groups who wish to rent School District facilities or grounds must include in their advertising of the event the fact that the rental of School District public school facilities does not necessarily constitute Board support for the event.
- 3.9. No advertising for commercial purposes may be done through the school nor can advertising be attached to the outside of the school unless expressly approved by the Principal. All proceeds resulting from such advertising must go directly to a School Fund.
4. Legal and Liability
  - 4.1. All vandalism must be reported to the School District employee on duty or to the police immediately.
    - 4.1.1. Any vandalism, damage or bodily injury must be reported to the School District employee on duty, who will then advise the School Principal for reporting to the School Protection Program, if appropriate.
  - 4.2. All facilities are to be rented "as is"; the User must accept the said facilities at his/her own risk.

- 4.2.1. Users of facilities shall agree to hold the Board blameless from any and all liability resulting from bodily injury or damage to personal property by signing a Waiver of Liability in the form of the Rental Agreement.
- 4.2.2. The User must agree to maintain at its own expense public liability insurance in such amount and upon such terms and in such companies as may be reasonably satisfactory to the Board, insuring against claims for personal injury, death, or property damage occurring upon, in or about the rented premises.
- 4.2.3. Upon request Users must provide the Board with a copy of any and all insurance policies. The User will be held responsible for any damage whether to persons or to property including the exterior of all school buildings, grounds, fields and fences.
- 4.3. Any User failing to comply with the foregoing requirements, or being deemed guilty of any misuse of Board permission, shall be refused further use of facilities.
- 4.4. A principal may designate a responsible employee of the District to be responsible for security and clean up for community functions where alcohol is not served. Custodians shall have the right to deny access to any individual or group not presenting a completed and approved rental agreement.
- 4.5. The principal, vice-principal, or any member of the custodial staff on duty are fully empowered to act as the Board's representatives in directing the conduct of a rental to ensure that regulations are followed and that no damage is done to Board property.
- 4.6. All Users shall provide adequate adult supervision to be responsible for the admission, actions and behaviour of all participants and/or spectators. It is the responsibility of the User's supervisor(s) to confine participants and spectators to the area indicated on the rental agreement. The Board reserves the right to evaluate supervision. The User's supervisor must:
  - 4.6.1. Make himself/herself known to the custodian on duty in the building, if applicable
  - 4.6.2. Enforce all Board regulations concerning the use of school facilities and playfields
  - 4.6.3. Supervise entrance and adjacent area to prevent unauthorized persons from entering the building
  - 4.6.4. Limit activities and participants to the area assigned to the group
  - 4.6.5. Ensure that specified days and times are adhered to as stated on the Rental Agreement

- 4.7. Persons attending any function in a school must obey all reasonable directions of the School Board employee in charge of the school building. Profane or insulting language shall not be permitted.
- 4.8. No connection to electrical panels will be permitted without prior authorization from the Secretary Treasurer (or designate).
  - 4.8.1. The User will incur all costs.
  - 4.8.2. All requests for electrical connections must be made at the time of the permit request for use of facilities.
  - 4.8.3. No alterations, installations or fastening shall be permitted on any building.
  - 4.8.4. Any damages will be assessed to the User, repaired to District standards at District labour rates and billed to the User.
- 4.9. Any organized, formal use of outdoor school property and any use of indoor property, without the benefit of a rental contract, is in violation of the *Trespass to Property Act*.
- 4.10. The Board reserves the right to refuse entering into rental agreements and the right to terminate existing rental agreements with Users that fail to provide and maintain general liability insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the Board.
5. Insurance
  - 5.1. Users are responsible for carrying their own accident and liability insurance protection.
    - 5.1.1. The School District is responsible for its own liability and property insurance as its interests may appear.
    - 5.1.2. Where the User is utilizing the facility for commercial purposes or with the intention of making a profit, comprehensive general liability insurance with a limit of not less than five million dollars (\$5,000,000) shall be carried
  - 5.2. The User shall indemnify and hold harmless the Board of Education of School District No. 27 (Cariboo-Chilcotin) and any of its officers, employees, servants, agents, volunteers 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 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.
6. Claims
  - 6.1. Claims of unreasonably revoked approval shall be adjudicated by the Secretary Treasurer.
  - 6.2. Reports of damage, littering or misconduct resulting from a use by a user group to a school district facility or grounds will be submitted by the School Principal or Custodian to the Manager of Facilities and Transportation.

**SCHEDULE A**

<b>SCHEDULE OF COMMUNITY USE RENTAL RATES</b>	
Effective: 01 August 2015	
<i>All rates are per hour</i>	
<i>Minimum 2 hour session – Maximum 8 hour daily rate</i>	
<b>CLASSROOM</b>	<b>RATES</b>
Youth Not for Profit – Unpaid Instructor/Leader	\$2.25
Youth Not for Profit – Paid Instructor/Leader	\$3.00
Adult Not for Profit	\$3.50
Private	\$10.00
Commercial	\$12.50
<b>SMALL ELEMENTARY GYM / LIBRARY / MULTI-PURPOSE</b>	
Youth Not for Profit – Unpaid Instructor/Leader	\$4.75
Youth Not for Profit – Paid Instructor/Leader	\$6.00
Adult Not for Profit	\$7.50
Private	\$20.00
Commercial	\$25.00
<b>REGULAR ELEMENTARY GYM (and ½ PSO Sec Gym)</b>	
Youth Not for Profit – Unpaid Instructor/Leader	\$9.00
Youth Not for Profit – Paid Instructor/Leader	\$11.50
Adult Not for Profit	\$13.50
Private	\$30.00
Commercial	\$40.00
<b>SECONDARY GYM</b>	
Youth Not for Profit – Unpaid Instructor/Leader	\$16.00
Youth Not for Profit – Paid Instructor/Leader	\$20.00
Adult Not for Profit	\$24.00
Private	\$60.00
Commercial	\$75.00
<b>FIELDS</b>	No Charge

<b>REDUCED RENTAL RATE PLAN</b>	<b>RATES</b>
<p><b>CONDITIONS FOR REDUCED RENTAL RATE PLAN</b></p> <ul style="list-style-type: none"> <li>• Groups must book for entire school year: October 15 – June 15</li> <li>• Minimum 2 hour rental per week</li> <li>• No refunds for cancelled bookings unless the cancellations exceed 25% of the annual booking</li> <li>• All other fees apply</li> </ul>	<p>25% Reduced Rental Fee</p>

<b>SMALL GROUP CONSIDERATIONS</b>	
A Small Group is defined as a group with less than 20 participants, renting for a period of two hours.	<b>RATES</b>
<b>SMALL GROUP CUSTODIAL FEE (Other Conditions Apply)</b> <ul style="list-style-type: none"> <li>The custodial fee may be waived for small groups booking for 2 hours during times when the school custodian is not on site.</li> <li>In lieu of the <i>Regular Custodial Fee</i>, the rental fee will be increased by 25% to offset the cost of cleaning on days when students are not in session.</li> </ul>	<ul style="list-style-type: none"> <li>Custodial Fee Waived</li> <li>25% Increase to Rental Rate on days that students are not in session</li> </ul>
<b>SMALL GROUP KEY DEPOSIT (Other Conditions Apply)</b> In some circumstances a key may be distributed to a community group.	<b>\$100.00</b>

<b>OTHER FEES (may not be inclusive)</b>	<b>RATES</b>
<b>ADMINISTRATION FEES (Non-Refundable)</b> <ul style="list-style-type: none"> <li>Applies to ALL rental groups – one fee per location</li> <li>Payment must be attached to each rental application</li> <li>Change and Cancellation fees not paid will affect future bookings</li> </ul>	\$10.00 application \$5.00 per change \$10.00 cancellation
<b>REGULAR CUSTODIAL FEE</b> Applicable for all days that students are not in session (Weekends, Fall, Spring and Winter Breaks, Non-Instructional Days etc.) A custodial fee may still apply for larger groups, even when the facility custodian is on site.	\$30.00 / hour Minimum 4 hour callout. Overtime rates may apply.
<b>DELIVERY FEE – Local</b> <ul style="list-style-type: none"> <li>Fee charged for the delivery of tables, chairs, etc. to school locations.</li> <li>A rental fee for the use of tables and chairs will also apply.</li> </ul>	\$100.00
<b>DELIVERY FEE – Out of Town</b> <ul style="list-style-type: none"> <li>Fee charged for the delivery of tables, chairs, etc. to school locations.</li> <li>A rental fee for the use of tables and chairs will also apply.</li> </ul>	\$150.00
<b>RENTAL FEE – TABLES</b> <ul style="list-style-type: none"> <li>Fee charged to Users for the use of tables</li> <li>Rental of tables to SD27 facilities only</li> </ul>	\$5.00/ea
<b>RENTAL FEE – CHAIRS</b> <ul style="list-style-type: none"> <li>Fee charged to Users for the use of tables</li> <li>Applicable when more than 30 chairs are requested</li> <li>Rental of chairs to SD27 facilities only</li> </ul>	\$0.25/ea
<b>RENTAL FEE – SCHOOL EQUIPMENT</b> School equipment (including sporting equipment – balls, hockey sticks etc.) are not for the use of Community Users. However, some sporting nets (volleyball, hockey etc.) may be available for rent upon approval of the School Principal. Rate is per rental day.	Nets: \$3.00
<b>Shower Facilities</b> Custodial time for cleaning will be added.	\$10.00/day