

3120: RENTAL OF DISTRICT FACILITIES (AP)

Approved: 99 04 27

Amended: 23 04 18

Approved: 23 11 14

The Board of Education authorizes the Secretary-Treasurer to rent district and school facilities to user groups provided that:

- the use does not interfere with the school use;
- the use is in the general public interest; and,
- appropriate supervision is assured.

Priority use of facilities will be as follows:

1. Bookings by the school itself (not through this AP, and at no cost).
2. Bookings through the community school society if one exists in that school.
3. Direct bookings by other SD 70 schools (not through this AP, and at no cost).
4. Community use bookings in keeping with this AP.

It is understood that there may be times when last-minute requirements arise for a school and community use bookings may need to be cancelled. See section 1.10.

Where the District receives the revenue, the net revenue is recorded as Miscellaneous Local Revenue in the Operating Fund of the School District. Those revenues may be allocated to schools where it can be shown that those funds are needed to offset costs of community use or in keeping with specific revenue sharing arrangements as described herein.

This Administrative Procedure captures the following nine domains of community use:

1. Community Use Overview
2. Bamfield Community School
3. Wickaninnish Community School and the District of Tofino
4. Ucluelet Elementary and Secondary Schools and the District of Ucluelet
5. Alberni Valley Elementary Schools
6. Alberni District Secondary School
7. Eighth Avenue Learning Centre
8. Outdoor Fields and Facilities
9. Appendix 1: Rental Rates

1.0 Community Use Overview

- 1.1 Community user groups may only access School District 70 facilities through the provisions of this Administrative Procedure, and not through any access that

- would come from having a School District 70 staff member bringing a community group in by virtue of having access as an employee.
- 1.2 The Secretary-Treasurer has the authority to rent school space to user groups.
 - 1.3 The Secretary-Treasurer has the authority to appoint an Operations Assistant to implement this Administrative Procedure.
 - 1.4 Alcoholic beverages, marijuana products or illegal drugs (including in amounts that have been decriminalized in BC) are not permitted in school facilities or on school grounds.
 - 1.5 Smoking or vaping products may not be consumed in school facilities or on the grounds.
 - 1.6 Community groups must request to bring in food or drinks other than water into the facility. In general food and drink other than water will not be permitted in gymnasiums.
 - 1.7 This Administrative Procedure applies to school classrooms, gymnasiums, other space inside the school, and fields where applicable.
 - 1.8 Washrooms will be provided for indoor user groups in secure proximity to the area of access for the user group.
 - 1.9 Use of school equipment will be at the discretion of the principal.
 - 1.10 Gymnasiums will be used for activities that do the least harm to the facility, including for example lacrosse using a soft ball, basketball, volleyball, badminton, pickleball, “soft” indoor soccer and low-impact group activities such as yoga, karate, dance, etc.
 - 1.11 Cancellations of community use bookings will be minimized to the extent possible. Where a school use arises which results in a cancellation of a community use booking, to the extent possible at least 24 hours’ notice will be provided, and the booking will either be refunded or rescheduled.
 - 1.12 Community use of school facilities during non-school times (weekends, winter break, spring break, and summer break) will only occur when those facilities are not being used by a SD 70 school and are not undergoing cleaning, maintenance, **or** renovations and are not otherwise committed to use by the School District.

Categories of Users

- 1.13 School sponsored events, such as extra-curricular clubs and sporting activities, including those of School District 70 schools accessing other schools’ facilities by arrangement between principals, are excluded from this Administrative Procedure.
- 1.14 Programs and activities initiated, organized, and sponsored by designated Community Schools are exempt from this Administrative Procedure.
- 1.15 Programs and activities organized by Municipal Recreation Commissions under a joint use agreement with the District, are regulated by the joint use agreement.
- 1.16 Community users booking under this Administrative Procedure will be able to access facilities, with permission, when facilities are not booked by School District Schools or through Community School protocols.
- 1.17 Programs and activities organized by District or City Memoranda of Understanding signed by the School District are regulated by that MoU.

- 1.18 Where the Federal, Provincial and Local Government does not provide for a rental fee for elections, the rental fee may be waived by the Secretary-Treasurer.

Fees and Revenues

- 1.19 Fees for community use will be as determined by the Board and found in Appendix 1. It is understood that these fees may be adjusted from time to time by the Board.
- 1.20 A key/damage deposit may be charged to a user group.
- 1.21 Where a user group is claiming a lower-fee status as a youth program or as a non-profit organization (25% discount), the request will be reviewed by the Superintendent or designate prior to being authorized.
- 1.22 Fees that are collected, whether by the School District, or a Community School Society, or through an MoU, may be allocated to schools to offset costs or support school programs.
- 1.23 A fee will be charged as necessary for additional custodial time required to clean facilities, including washrooms, after use by the community group. The user group will be advised if, for their facility of use, additional custodial time is required for cleaning, in which case the custodial fee, as per the fee schedule, will be pre-paid along with the fee for booking the facility.
- 1.24 A fee will be charged to cover the cost of a custodian or other staff member if one needs to be hired for oversight of the user group. This will normally be at a time when no custodian is on site or is on site but occupied elsewhere (as may happen, for example, on weekends or during winter, spring, or summer break). The user group will be advised of the cost, as per the fee schedule, which will be pre-paid along with the fee for booking the facility.
- 1.25 The Operations Assistant, a Community School Coordinator (Bamfield or WCS), or the person authorized under a Memorandum of Understanding (for example, District of Ucluelet), is authorized to receive, hold, and disperse fees and deposits.
- 1.26 Fees and key/damage deposits must be paid in advance. Key/damage deposits cheques dated at the conclusion of the rental period are acceptable.

Access, Security and Oversight

- 1.27 Every user group will be required to have a school district staff member on site during the time of use, whether a custodian on shift (e.g., weekday evenings), a custodian or other staff member hired for that purpose (e.g., weekends), or a staff member of the school who is also a member of the community group and is able to take responsibility for the group.
- 1.28 User groups are responsible for the security of buildings on entry, during the use and upon departure, and will be billed for any additional security costs required by or incurred by the District, as well as charges for callouts related to the setting off of alarm systems.
- 1.29 User groups are required to have their own liability insurance for their members and guests, a copy of which must be provided at the time of booking the rental.
- 1.30 The Operations Assistant, a Community School Coordinator (Bamfield or WCS), or the person authorized under a Memorandum of Understanding (for example,

District of Ucluelet), is authorized to possess, and distribute keys under the terms of this AP. Those key-holders will be expected to be responsible and accountable for the whereabouts of keys.

- 1.31 User groups are required to pay the required key/damage deposit and pick up the keys or access cards for the facility from the Operations Assistant, a Community School Coordinator, or the person authorized under a Memorandum of Understanding. Keys or access cards are to be returned after each use of the facility. The user group will designate a contact person who will be responsible for holding and returning the keys or access cards. Keys or access cards are NOT to be retained by users for extended periods of time and may ONLY be in the possession of a community user through the provisions of this Administrative Procedure.
- 1.32 User groups are to complete a Rental of Facility form which is available from the Operations Assistant at the School Board Office or through procedures found in a Memorandum or Understanding. Every rental, whether covered by this Administrative Procedure or otherwise, must have a primary contact who is readily available to the school and the School District.

2.0 Bamfield Community School

- 2.1 *As long as procedures are in place that are in keeping with this Administrative Procedure and that meet the approval of the Superintendent of Schools, school rentals at BCS will be the responsibility of the Bamfield Community School Society in partnership with the school Principal.*
- 2.2 The BCSA will be required to abide by accounting and auditing requirements of the School District.

3.0 Wickaninnish Community School and the District of Tofino

- 3.1 *As long as procedures are in place that are in keeping with this Administrative Procedure and that meet the approval of the Superintendent of Schools, school rentals at WCS will be the responsibility of the Wickaninnish Community School Society in partnership with the school Principal.*
- 3.2 The WCSA will be required to abide by accounting and auditing requirements of the School District.
- 3.3 It is understood that the arrangements in place for the District of Tofino to book community use through the Society, including payment of fees to the Society, will continue if both parties agree.
- 3.4 Additionally, should the District of Tofino wish to coordinate community access to WCS facilities beyond times of oversight or control of the school or the Society (those times including, for example, some weekends and school breaks), such access will be facilitated through a Memorandum of Understanding between the District of Tofino and School District 70. Such an MoU would include provisions for:
 - 3.4.1 Communication between the school/Society and the District of Tofino regarding availability of space and protocols for access and use.
 - 3.4.2 Allocation of keys for access to the facility.
 - 3.4.3 Requirements for insurance, on-site supervision, and security.

- 3.4.4 Collection of fees and sharing of those fees with the school, Society or School District.
- 3.4.5 Expectations of user department and care of the facility.
- 3.4.6 Requirements for there to be no alcoholic beverages, marijuana products or illegal drugs (including in amounts that have been decriminalized in BC) in school facilities or on school grounds, and that smoking or vaping products not be consumed in school facilities or on school grounds.
- 3.4.7 Expectations regarding use of equipment; and,
- 3.4.8 Other matters deemed important to one or both parties.

4.0 Ucluelet Elementary and Secondary Schools (USS and UES) and the District of Ucluelet

- 4.1 Community use in Ucluelet will be managed by the District of Ucluelet through a Memorandum of Understanding between School District 70 and the District of Ucluelet designed for this purpose. This MoU will include provisions for:
 - 4.1.1 Communication between the school and the District of Ucluelet regarding availability of space and protocols for access and use.
 - 4.1.2 Allocation of keys for access to the facility.
 - 4.1.3 Requirements for insurance, on-site supervision, and security.
 - 4.1.4 Collection of fees and sharing of those fees with the school in support of maintenance, equipment replacement and support for USS athletics.
 - 4.1.5 Expectations of user department and care of the facility.
 - 4.1.6 Requirements for there to be no alcoholic beverages, marijuana products or illegal drugs (including in amounts that have been decriminalized in BC) in school facilities or on school grounds, and that smoking or vaping products not be consumed in school facilities or on school grounds.
 - 4.1.7 Expectations regarding use of equipment; and,
 - 4.1.8 Other matters deemed important to one or both parties.
- 4.2 Fees collected by the District of Ucluelet will be in keeping with the fee schedule attached here as Appendix 1.
- 4.3 It is expected that the MoU will include a provision for direct payment of a percentage of rental fees to the school as well as direct payment of any necessary costs, such as custodial, incurred by the School District in connection to a rental. Such payments will be on a reasonable and regular basis, for example, quarterly.
- 4.4 The District of Ucluelet, as a party to the MoU with the School District, will be required to provide financial reports, upon request from the School District, regarding fee collection and disbursement.

5.0 Alberni Valley Elementary Schools

- 5.1 Community use of Alberni Valley Elementary Schools will be governed by the provisions of section 1 – General.
- 5.2 Bookings for community use will be coordinated and overseen by the designated Operations Assistant at the School Board Office.
- 5.3 User groups are to complete a Rental of Facility form which is available from the Operations Assistant at the School Board Office.

6.0 Alberni District Secondary School (ADSS)

- 6.1 Community use of Alberni District Secondary School will be governed by the provisions of section 1 – General.
- 6.2 Bookings for community use will be coordinated and overseen by the designated Operations Assistant at the School Board Office.
- 6.3 User groups are to complete a Rental of Facility form which is available from the Operations Assistant at the School Board Office.
- 6.4 It is understood that ADSS has previously overseen its own bookings and has therefore come to rely on certain revenues to support its athletic programs. As it is not the intention of this Administrative Procedure to negatively impact the school, the fee schedule will be built in a way that allows for a return of certain revenues to ADSS for those purposes.
- 6.5 Booking of the artificial turf field at ADSS will remain the responsibility of the school under the direction of the Principal. It is expected that the fee schedule for such use will continue to generate revenue to contribute to upkeep and eventual replacement of the turf, and that those funds will be transferred on an annual basis to the School District to be held for that purpose.
- 6.6 The School District, and ADSS, will provide support as possible for access by the City of Port Alberni in support of community programming, most notably during school down times.
- 6.7 The ADSS Theatre/Auditorium will be rented by ADSS. All bookings and technical requirements will be solely the responsibility of ADSS. A contract for services will be developed by the School District and a ‘theater management contractor’ for services provided outside of school hours. ADSS will use the booking fees to offset fees associated with the contractor and fees associated with replacing or upgrading theatre infrastructure. ADSS will maintain a separate account in non-public funds for the purposes of revenue of theatre rentals, payment of contract fees and infrastructure costs. The fee structure for the theatre shall be established annually by the District in consultation with ADSS.

7.0 Eighth Avenue Learning Centre

- 7.1 Community use of the Eighth Avenue Learning Centre will be overseen by the Principal, who will ensure that user groups are supported in terms of access and facility oversight.
- 7.2 It is understood that organizations such as USMA Family Protection Services will work with the school to provide on-site programming and community supports.
- 7.3 Community use of EALC will be in keeping with the requirements of Section 1 of this Administrative Procedure.

8.0 Outdoor Fields and Facilities

- 8.1 It is understood that most use of school fields by community members will be informal and un-booked. Such uses are encouraged and supported by School District 70 if proper care is taken by users.
- 8.2 The School District and schools will actively discourage, or as necessary forbid, use of school fields during or after significant atmospheric events to maintain fields in the best possible condition.
- 8.3 Where community user groups wish to book school fields for events, for example cultural events or athletic tournaments, such bookings will occur through the provisions of this Administrative Procedure and in keeping with the fee schedule.
- 8.4 Where field use is booked for extended periods of time, the users will be expected to supply on-site portable washroom facilities as the school itself will generally not be available to the user group.
- 8.5 As noted in 6.5 above, bookings for the ADSS artificial turf field will be overseen by ADSS under the direction of the Principal.

9.0 Appendix 1: Rental Rates

- 9.1 Facility rental rates are attached as Attachment 1 and may be revised as necessary by Board resolution.

AP3120: APPENDIX I: RENTAL RATES

Priority of Users:

1. Bookings by the school itself (not through this AP, and at no cost).
2. Bookings through the community school society if one exists in that school.
3. Direct bookings by other SD 70 schools (not through this AP, and at no cost).
4. Community use bookings in keeping with this AP.

PROPOSED HOURLY RATES (all plus GST)

Facility	Youth * (17 and under)	Adult (18 and over)
ADSS main gym	30	65
USS gym	25	55
Elementary gyms	20	45
Designated small gyms	20	45
Classrooms	15	30
School meeting rooms	15	30
Multi-purpose rooms	30	45
Cafeterias or similar larger spaces	30	45
Band rooms	30	45
Shops and foods labs	30	45
Fields (per hour/full day)	5/25	15/75
ADSS Artificial turf field (per hour/full day)	10/30	30/90
Additional Charges		
Key/Damage Deposit (once per group per year)	\$100	\$100
Custodial services per hour (custodian on site)	\$35	\$35
Custodial services overtime rate per hour on weekends, stats and holidays (4-hour minimum)	\$70	\$70

* Youth rate also applies to groups where most participants are developmentally disabled adults.

Multiple Use Discount: User groups using the same facilities for the same purpose over the school year will receive the following ~~room~~ rental discounts:

Uses per year	
Greater than 5, less than 10	10%
Greater than 10, less than 20	15%
Greater than 20	25%

Seniors Discount: User groups organized by recognized seniors’ organizations, and where most of the participants are seniors (65+), will receive a 25% discount from the adult rate.

Non-Profit Discount: Registered non-profit organizations will receive a 25% discount from the adult rate. Verification of non-profit status will be required.