



3120: RENTAL OF DISTRICT FACILITIES (AP)

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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.
- comes at no additional cost to the District.
- reserves the right to refuse rental to any organization or individual.

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 Pacific Rim School District (PRSD) 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 1.9.

Facility rental revenue 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 PRSD facilities through the provisions of this Administrative Procedure, and not through any access that would come from having a PRSD 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 and delegate the rental of facilities to the Operations Department.
- 1.3 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.
- 1.4 Smoking or vaping products may not be consumed in school facilities or on the grounds.
- 1.5 Community groups must request to bring in food or drinks other than water into the facility; requests can be made during the booking process. In general, food and drink other than water will not be permitted in the gymnasiums or theatre.
- 1.6 This Administrative Procedure applies to school classrooms and gymnasium spaces inside the school, and fields where applicable.
- 1.6 Washrooms will be provided for indoor user groups in secure proximity to the are of access for the user group.
- 1.7 Use of school equipment will be at the discretion of the principal.
- 1.8 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.
- 1.9 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.
- 1.10 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 PRSD schools and are not undergoing cleaning, maintenance, or renovations and are not otherwise committed to use by the School District.
- 1.11 Other than refunding rentals, PRSD 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.
- 1.12 Failure to comply with rental regulations may result in immediate cancellation. Rentals may be revoked at any time without claim to damages or reimbursement.



2.0 Categories of Users

- 2.1 School sponsored events, such as extra-curricular clubs and sporting activities, including those of PRSD schools accessing other schools' facilities by arrangement between principals, are excluded from this Administrative Procedure.
- 2.2 Programs and activities initiated, organized, and sponsored by designated Community Schools are exempt from this Administrative Procedure.
- 2.3 Programs and activities organized by Municipal Recreation Commissions under a joint use agreement with the District, are regulated by the joint use agreement.
- 2.4 Community user bookings 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.
- 2.5 Programs and activities organized by District or City Memoranda of Understanding signed by the School District are regulated by that MoU.
- 2.6 Where the Federal, Provincial and Local Government does not provide a rental fee for elections, the rental fee may be waived by the Secretary-Treasurer.
- 2.7 **Category A - School & District Use (No Charge):** PRSD curricular/extracurricular activities, Community Schools programs, and PRSD staff groups not open to the public.
- 2.8 **Category B - Community Non-Profit / Youth Programming (Subsidized Rate):** Registered charities, non-profits, and approved community partners
- 2.9 **Category C - Commercial / For-Profit / Private Events (Full Rate):** Adults, commercial operators, for-profit programs, and private bookings are charged with full cost-recovery rates.

3.0 Fees and Revenues

- 3.1 Fees for community use will be 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.
- 3.2 A key/damage deposit will be charged to a user group.
- 3.3 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.
- 3.4 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.
- 3.5 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.

- 3.6 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.
- 3.7 Fees and key/damage deposits must be paid in advance. Key/damage deposit cheques dated at the conclusion of the rental period are acceptable.

4.0 Access, Security and Oversight

- 4.1 User groups are responsible for ensuring the building remains secure throughout their rental period. Any additional security measures required, or costs incurred by the District, including alarm callouts, will be billed to the user group.
- 4.2 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 call out Custodian or other staff member hired for that purpose (e.g., weekends). Responsibility for the community group may be assumed by a school staff member who is part of the group, provided they sign a waiver acknowledging this responsibility (APPENDIX II: Voluntary Representative Agreement).
- 4.3 District employees and Trustees must not use district facilities, equipment, or supplies for personal purposes, either during or after school hours, without prior approval. If an employee or Trustee wishes to use district facilities for a non PRSD event or purpose, they must submit a usage application.
- 4.4 School-based employees who are sponsoring activities must be in attendance at all times.
- 4.5 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.
- 4.6 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.
- 4.7 Parking is allowed only in designated areas, vehicles parked in fire lanes or similar zones may be towed at the owner's expense, and the renter is responsible for supervising parking.
- 4.8 No storage of private property without permission of the principal; the Board assumes no responsibility.



- 4.9 No alterations or installations without written authorization.
- 4.10 Access to custodial supplies is not permitted.
- 4.11 User groups are to complete a Rental of Facility form which is available from the Operations Department or through procedures found in a Memorandum of 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.
- 4.12 In the event that the Voluntary Representative fails to attend the opening as assigned and a call-out is required, the resulting call-out costs will be charged to the user group.

5.0 Insurance

- 5.1 The user agrees to indemnify and hold harmless PRSD, including its officers, employees, agents, and contractors, from any and all losses, liabilities, claims, or expenses arising from the use or occupation of district property by the user group and its officers, employees, agents, contractors, or volunteers, except to the extent that such loss results from the negligence of the school district.
- 5.2 Commercial and non-profit user groups must, at their own expense, obtain and maintain general liability insurance with minimum coverage of \$2,000,000 from an insurer licensed in British Columbia. If the event is determined to be moderate or high risk, the District may require an increase in liability coverage to \$5,000,000. This insurance must provide coverage for bodily injury and property damage per occurrence, including loss of use, and must extend to the user group and its officers, employees, agents, contractors, and volunteers. The school district, including its officers, employees, agents, and contractors, must be named as additional insureds for any liability arising from the user group's use or occupation of district property.
- 5.3 The user group agrees to waive any rights of subrogation or recourse against the school district in connection with the user group's use or occupation of the premises covered by this agreement.
- 5.4 The user group must provide the school district with proof of all required insurance, in the form of a certificate of insurance, before the agreement's effective date. Upon request, the user group must also provide certified copies of the relevant insurance policies.

6.0 Bamfield Community School

- 6.1 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.



- 6.2 The BCSA will be required to abide by accounting and auditing requirements of the School District.

7.0 Wickaninnish Community School and the District of Tofino

- 7.1 Community use of Wickaninnish Community School (WCS) will be managed by the District of Tofino through a Memorandum of Understanding.

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

- 8.1 Community use of Ucluelet Secondary and Ucluelet Elementary School (USS-UES) will be managed by the District of Ucluelet through a Memorandum of Understanding.

9.0 Alberni Valley Elementary Schools

- 9.1 Community use of Alberni Valley Elementary Schools will be governed by the provisions of section 1 – General.
- 9.2 Bookings for community use will be coordinated and overseen by the Operations Department.
- 9.3 User groups are to complete a Rental of Facility form which is available from the Operations Department.

10.0 Alberni District Secondary School (ADSS)

- 10.1 Community use of Alberni District Secondary School will be governed by the provisions of section 1 – General.
- 10.2 Bookings for community use will be coordinated and overseen by the Operations Department
- 10.3 User groups are to complete a Rental of Facility form which is available from the Operations Department
- 10.4 Booking of the artificial turf field at ADSS will be the responsibility of the Operations Department.
- 10.5 Booking of the ADSS gyms will be the responsibility of Operations Department. Coordination with the ADSS Athletic Department is required to ensure facility use aligns with school allowable usage and does not conflict with existing bookings. The use of electronic scoreboards and other equipment is not included in standard gym rentals. Should this equipment be required, an additional fee will be determined by the Operations Department and made payable to ADSS.
- 10.6 The ADSS Theatre/Auditorium will be overseen by the Principal and scheduled by the ADSS Clerical for school-related use. Community or external user groups will be booked by the Operations Department, in coordination with the ADSS Clerical.



All technical requirements for school use bookings will be solely the responsibility of ADSS. Community or external user groups requiring the use of ADSS theatre equipment must use District technical services. Additional costs will apply for this service, and details can be provided by the Operations Department.

11.0 Eighth Avenue Learning Centre

- 11.1 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.
- 11.2 It is understood that organizations such as USMA Family Protection Services will work with the school to provide on-site programming and community supports.
- 11.3 Community use of EALC will be in keeping with the requirements of Section 1 of this Administrative Procedure.

12.0 Outdoor Fields and Facilities

- 12.1 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 PRSD if proper care is taken by users.
- 12.2 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.
- 12.3 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.
- 12.4 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.



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 PRSD 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, Non-profit/Senior(B)	Adult (C)
ADSS main gym	45	65
USS gym	35	55
Elementary gyms	25	55
Designated small gyms	25	55
Classrooms	15	30
School meeting rooms	15	30
Multi-purpose rooms	30	45
ADSS Commons	30	45
Cafeterias or similar larger spaces	30	45
Band rooms	30	45
Shops and foods labs	30	45
Fields	15	25
ADSS Theatre	100	100
ADSS Artificial turf field	40	70
Additional Charges		
Turf Field Lighting	15	15
Key/Damage Deposit (once per group per year)	100	100
Custodial services per hour (custodian on site)	45	45
Custodial services overtime rate per hour on weekends, stats and holidays (4-hour minimum)	90	90
Theatre Technical Services	75	75
Dumpster Rental Fee's	TBD	TBD

*The Director of Operations reserves the right to adjust rental rates in Appendix I: Rental Rates when necessary to reflect increases in operational costs, regulatory changes, or other factors that may impact the effective and sustainable operation of the facility.

*Standard rates apply to typical facility use. Use of specialized spaces or requests requiring additional equipment, staffing, or preparation may be subject to increased fees as determined by the Operations Department.



APPENDIX II: Pacific Rim School District Voluntary Representative Agreement

Purpose

This agreement outlines the expectations for Pacific Rim School District employees voluntarily acting as a Representative of the Board during user group rentals.

Role Overview

As a Voluntary Representative of the Board, you will:

- Be on site for the full duration of the rental.
- Represent the interests of the Board and uphold all policies.
- Safeguard facilities, equipment, and ensure appropriate use of space.
- Report concerns, incidents, or damages to the District Operations Department.
- Ensure the building is secured following the rental.
- Refrain from providing technical audio/visual access or support. Any technical services required by user groups must be arranged separately and may be subject to additional fees.

Suitability for the Role

Not all employees may be suitable for providing facilities supervision. Employees selected for this role must have appropriate knowledge of district facilities and applicable procedures to ensure responsible supervision of user group activities. Determination of suitability will be made by the Director of Operations or their delegate.

Access

In the event that the Voluntary Representative fails to attend the opening of the facility as assigned and a call-out is required, the resulting call-out costs will be charged to the user group.

Restrictions

- You may not receive compensation, gifts, or benefits from the user group.
- You must avoid conflicts of interest and maintain professional conduct.

Compensation

- No payment is permitted from the user group.
- Board compensation, if applicable, is provided only through Board payroll processes or through a formal contract with the District.

Acknowledgment

I agree to act as a Voluntary Representative of the Board and to follow all expectations outlined above.

Employee Name (Print)

Signature

Date