

Administrative Procedure 8001 MR1
Use of School Facilities

1. Application for Use

1.1 Reservations

Applications for rental reservations must be directed to the Facilities/Resources Clerk at the Maintenance Department. 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;
- (b) North Island College continuing education programs;
- (c) community-operated day care societies;
- (d) youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs;
- (e) taxation-supported recreation association programs and activities;
- (f) community and recreational activities;
- (g) commercial and private functions.

1.2 Use of School Facilities Form

- 1.2.1 Applications for rental reservations must be submitted on the Use of School Facilities form, available from the Facilities/Resources Clerk at the Maintenance Department.
- 1.2.2 Conditions stipulated on the *Application for Use of School Facilities* form governing rental of school facilities form part of this regulation.
- 1.2.3 The *Application for Use of School Facilities* form shall include the name of the supervisor of the event, who need not necessarily be the applicant.

2. **Bookings**

- 2.1 Bookings for school programs for evenings, weekends, or other non-school days must be submitted to the Facilities/Resources Clerk at least two calendar days in advance of the activity.
- 2.2 Other bookings must be arranged through the secretary-treasurer or his designate (rather than through the individual school) 15 calendar days in advance of the proposed booking. The Facilities/Resources Clerk will clear all such bookings through the school principal.
- 2.3 Commercial and private use functions will be required to have a custodian in attendance for the duration of the function. The custodian will generally assist the renter, keep the facility as tidy as possible, and ensure the security of the building.

3. **Responsibilities**

All groups or organizations booking school facilities shall:

- (a) assume full responsibility for adult supervision of the activity involved during the period of booking;
- (b) ensure compliance with all regulations;
- (c) supervise entrances and adjacent areas to ensure that unauthorized persons do not enter the building;
- (d) ensure that participants remain within the confines of the area assigned to the group, stay within the time schedule allocated, and vacate the premises promptly;
- (e) have rental permit on hand.
- (f) in emergency conditions such as fire/earthquake, users take full responsibility for the safety of their group.
- (g) have on hand a properly stocked first aid kit.

4. **Condition of Premises**

- 4.1 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.
- 4.2 There is no guarantee expressed or implied on the part of the board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises at their own risk.

5. **Cancellations**

- 5.1 Other than refunding rentals, School District No. 71 (Comox Valley) assumes no responsibility whatsoever if last-minute cancellations are caused by power failure, furnace failure, inclement weather, regulations of the Fire Marshal, or other causes beyond the control of the board.
- 5.2 Failure to comply with rental regulations could 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 whatsoever.
- 5.3 Rental bookings may be pre-empted by school programs, provided five (5) working days notice is given.
- 5.4 User groups shall provide five (5) working days notice of cancellation of the event booked or shall forfeit the rental charge.

6. **Financial Responsibility**

- 6.1 All users (excluding School programs Group A) will pay a non-refundable deposit of \$20.00 (plus GST) for each booking or \$40 for multiple bookings for a school year. All rentals except Group E shall pay in advance.
- 6.2 The renter may be held responsible for any damage resulting from use of the facility. The board reserves the right to require the renter to provide adequate insurance in a form satisfactory to the board.

7. **Authorities**

Any person on School Board property as a result of a rental thereof shall obey the instructions of the principal, custodian, or any other board employee in authority, and in the event of being requested by such representative to leave the premises, shall do so immediately.

8. **Supervision**

- 8.1 The renter must provide adequate supervision to prevent unauthorized persons from entering rooms or hallways not authorized on the rental permit.
- 8.2 Where accommodation is rented for a function with juveniles in attendance, the renter must provide adequate supervision at all times.

9. Protection of Floors

The use of street shoes or other footwear which would damage the floors of auditoriums, gymnasiums, or other areas specified in the lease is strictly forbidden. Application of powdered waxes or other substances to gymnasium floors is strictly forbidden.

10. Special Facilities

Special facilities will only be rented to recognized educational and recreational organizations employing suitably trained personnel (such as North Island College). Special facilities include industrial education shops, home economics labs, science labs, commerce rooms and computer labs.

11. Restricted Sports

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

11.2 The following sporting activities will not be permitted in school gyms:

- Football
- Field Hockey
- Roller Blades

11.3 The following sporting activities will be permitted in school gyms with the equipment requirements as noted:

- | | |
|-------------------|---|
| Soccer | - must use only Nerf-type balls or approved indoor soccer balls. |
| Lacrosse | - must use only plastic or McWhippet equipment (this includes the soft ball). |
| Floor Hockey | - must use only approved Cosum sticks and Cosum balls or pucks. Body checking into sidewalls NOT permitted. |
| Softball/Baseball | - throwing/catching practice only, using the IncrediBall or equivalent. Batting practice NOT permitted. |

12. Use of Equipment

12.1 Physical education equipment such as volleyball and badminton stands, nets, and hockey goals, where available, may be used by groups renting school gyms by arrangement with the school principal. Supplies such as balls and racquets must be provided by the user group.

12.2 Games involving the use of equipment or supplies in such a manner as to harm the building will not be permitted.

13. **Parking**

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

14. **Smoking**

Smoking is prohibited by Board policy.

15. **Summer Use of Facilities**

The summer maintenance program will take precedence over use of facilities during the months of July and August.

16. **Hours of Access**

Access to school facilities will not normally be granted before 5:00 p.m. on any regular school day. For community youth activities for which there is no charge, arrangements for earlier entry may be made through the school principal.

Rented facilities must be vacated by 10:30 p.m. Time extensions will be approved by the Secretary-Treasurer only under exceptional circumstances.

17. **Janitorial Supplies and Equipment**

Renters will not use or have access to janitorial supplies and equipment.

18. **School Functions**

18.1 Applications need not be filed for school functions immediately prior to or following the normal school day unless such activity will extend beyond 5:00 p.m. in which case the facilities booking clerk must be notified.

18.2 Rental applications must be filed for all school functions held during the evening, on weekends, or on other non-school days.

18.3 School functions will not pre-empt regularly scheduled outside bookings unless five (5) working days notice is provided.

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

19. **Intruder Systems**

The renter will be billed for any costs associated with misuse of the intruder alarm systems.

20. **Assistance to Custodial Staff**

Renters may, if they so desire, assist custodial staff following a rental in moving tables, chairs, equipment, and garbage in order to reduce costs, but in no case may a renter do actual cleaning, which MUST be done ONLY by district custodial staff. Rates charged for custodial staff will be as per the Collective Agreement with Local 439 CUPE.

21. **Fixtures and Private Property**

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.

22. **Telephone**

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.

23. **Right of Refusal**

The Board reserves the right to refuse rental to any organization or individual.

24. **Viewing**

Viewing of facilities must be after school hours only with prior arrangements made through the school principal.

25. Use of School Grounds

- 25.1 When grounds are reserved by an organization, such organization must sign a contract indicating that it will be responsible for any damage to board property during its occupation of the grounds
- 25.2 The Board reserves the right to cancel the use of grounds on short notice. Such cancellation may be due to inclement weather which may cause damage to the grounds. In this regard it is the responsibility of the renter, when adverse weather conditions exist, to check with the appropriate board official to determine whether the grounds are available.
- 25.3 All conditions with respect to use of buildings will apply to use of grounds, and, in addition, the following:
- (a) The organization may use grounds, as specified, only on those hours noted on the approved application.
 - (b) Water-saturated or frozen grounds must not be used FOR ANY PURPOSE.
 - (c) The board reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities.
 - (d) Users of grounds are not permitted inside the school buildings for any purposes, unless previously arranged.
 - (e) If the grounds are not required, the renter is to notify the rental clerk immediately.
 - (f) Parking is permitted only in designated areas.
- 25.4 Booking of school fields will be governed by the agreements signed with local governments, who control booking for community use.

RENTAL RATES

The minimum charge is for a two-hour session for casual users.

A. **GROUP A**

Organizations

School programs (except as noted) - curricular, co-curricular, and extra-curricular; parents' advisory committee meetings; district-sponsored workshops, meetings, and in-service; youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs; recreation and community schools; community association programs and activities for youth; and other activities for which the board specifically waives a rental fee (Learning Disabilities Association of B.C. and Youth Unlimited).

Rental Rates

No charge except for additional janitorial costs (see Item F - *Additional Charges*).

Note: School-Sponsored Sports Camps - Where fees apply, an additional charge of \$22.74 per use to cover heating, ventilation, lighting, and carbon offsets

Sports camps, or other extra-curricular activities where a fee is charged, sponsored by schools, fall under Group A organizations in accordance with Board Regulation 8001, "Use of School Facilities", provided that the school provides full details of the financial arrangements and charges, that no honorarium for the coaches/sponsors is paid and that at least 10% of revenues are deposited to the school trust account. Where honorariums are paid to coaches/sponsors or other criteria are not met, the facility rates for Group B apply.

B. **GROUP B**

Organizations

North Island College; other community or recreation groups for adults; church groups; Comox District Teachers' Association meetings; CUPE Local 439 meetings.

Rental Rates - Payable in advance (not including GST)

Standard Classroom To cover heating, ventilation, lighting and carbon offsets	\$5.00 per hour \$9.85/ea. day used + HST
Elementary school gymnasium To cover utility and carbon offsets	\$15.00 per hour \$22.74/ea. day used + HST

Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail To cover utility and carbon offset	\$30.00 per hour \$22.74/ea. day used + HST
Half large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior To cover utility and carbon offset	\$20.00 per hour \$22.74/ea. day used + HST
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only: Multi-purpose Room and Stage For use of Kitchen with Multi-purpose room—Additional To cover heating, ventilation, lighting and carbon offsets	\$15.00 per hour \$30.00 per hour \$10.00 per hour \$9.85/ea. day used + HST
Multi-purpose Room: Aspen Park, Queneesh, Lake Trail and Cape Lazo To cover heating, ventilation, lighting and carbon offsets	\$10.00 per hour \$9.85/ea. day used + HST

For youth activities under community sponsorship for school age children (5 years to 18 years of age):

Elementary Schools: School days from 5:00 pm (unless prior permission for earlier entry granted by principal) to 8:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge
Junior and Secondary School: School days from 5:00 pm (unless prior permission for earlier entry granted by principal) to 7:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge

Equipment

Not available unless specific arrangements made. Charge where use granted: 0.5% of the actual cost of the equipment per hour, rounded to the next even dollar; minimum charge of 3 hours.

Janitorial

Costs extra where applicable (see Item F).

Additional Charges

See Item F.

C. **GROUP C**

Organizations

Commercial and private (includes where renter charges admission or instruction fee for profit).

Rental Rates - Payable in advance

Standard Classroom To cover heating, lighting and carbon offset	\$20.00 per hour 2010/11 \$25.00 per hour 2011/12 \$9.85/ea. day used + HST
Elementary School Gymnasium To cover heating, lighting and carbon offset	\$35.00 per hour 2010/11 \$40.00 per hour 2011/12 \$22.74/ea. day used + HST
Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail To cover heating, lighting and carbon offset	\$80.00 per hour 2010/11 \$100.00 per hour 2010/11 \$22.74/ea. day used + HST
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only Multi-purpose Room and Stage For use of Kitchen with multi-purpose room—Additional	\$30.00 per hour \$80.00 per hour \$20.00 per hour \$9.85/ea. day used + HST

Equipment

Not available unless specific arrangements made. Charge where use granted: 0.5% of the actual cost of the equipment per hour, rounded to the next even dollar; minimum charge of 3 hours.

Janitorial

Costs extra.

Additional Charges

See Item F.

D. GROUP D

Organization

Courtenay Youth Music Centre

Rental Rates

All charges incurred as a result of the operation of the summer camp program. Estimated costs are payable in advance.

E. GROUP E

Organization

Department of National Defence - HMCS Quadra

Rental Rates

As per agreement between the Board of Education and the Department of National Defence, DND will pay a proportionate share of all operating costs.

F. ADDITIONAL CHARGES

G.P. Vanier

Cafeteria Kitchen

\$100.00 per use, plus \$25.00 per hour; by special arrangement only.

\$22.74 for heat/light/ventilation/carbon offsets

Chairs

Current commercial rate per chair per day. Delivery at cost plus 10% (Group A excluded).

Choral and Band Risers

\$15.00 per section per day. Delivery at cost plus 10%.

Janitorial

Janitorial costs will not normally apply, except when janitors are required to perform additional duties or hours of work are beyond those regularly scheduled. Where a janitor is not on duty, the secretary-treasurer or the principal may require the special presence of a janitor, in which case charges will be as per the current Collective Agreement with CUPE Local 439 and reflect wages, benefits and administration charges.

Comox Valley Track
and All Weather Field

Arrangements for use must be made through the
Comox Valley Sports Centre.

G. OUT OF SCHOOL DAYCARE PROGRAMS

Licensed non-profit day care societies and operators of board approved out-of-school care programs who have provided proof of appropriate licensing and insurance will be charged \$10.00 (2010-2011); \$20.00 (2011-2012) per day, plus \$9.85 per day for heat/light/ventilation/carbon offsets. Approval will be reviewed annually. Use of portable or dedicated space within a facility should generate cost recovery charges for utilities, wear and tear and janitorial.

H. NON-EDUCATIONAL DANCES/FUNCTIONS INVOLVING ALCOHOL

Facilities are available for rent for functions such as receptions and reunions at which liquor may be served/sold with the appropriate permit. Charges for Group C shall apply. Additional supervision (custodial) shall be required as determined by the custodial supervisor. Proof of insurance must be produced prior to gaining entry to the school. The nature of the activity must be reviewed by the secretary-treasurer to ensure it is appropriate to board policy.

I. SURPLUS SCHOOL FACILITIES

1. This pertains to the rental of surplus space such as portable classrooms or vacant rooms within a district-owned building. Such rentals provide exclusive use of the space concerned on either a month-to-month or fixed term basis.
2. Rental of surplus space shall be in accordance with the following criteria:
 - (a) Rentals will only be made to organizations/individuals whose activities are considered to be compatible with the school activities.
 - (b) Leasehold improvements must have Facilities Department approval and must be made at no cost to the school district.
 - (c) The school district will be responsible for routine maintenance of the facility.
 - (d) Caretaking services may be provided by the school district at an additional charge to the renter.
 - (e) All rental agreements will be in accordance with current Ministry of Education policies and guidelines.

- Rental rates shall be as outlined herein and will be reviewed and amended concurrent with the policy review.

Surplus Space Rental Rates

Group A & B \$27.39/m²/yr. (portable - \$203.50/mo.)
\$50.00 per month (2010-2011); \$98.50 per month (2011-2012) for
heat/light/carbon offsets]; Charges to be adjusted if propane paid directly

Group C \$64.51/m²/yr. (portable - \$479.60/mo.)
\$100.00 per month (2010-2011); \$197.00 per month (2011-2012) for
heat/light/carbon offsets
Portable: Propane – Charges to be adjusted if propane paid directly

Janitorial services \$19.69/m²/yr. (portable - \$148.50/mo)

- The leasing of individual buildings complete with site will be subject to special negotiations and agreement.