

## COMMUNITY USE OF SCHOOL FACILITIES

### Background

The District will make school buildings available to the community at times when they are not being used for programs offered by the District.

### Procedures

The use shall be governed by procedures, which provide for:

- § a schedule of rates which will encourage community groups to use schools for recreation and leisure time enjoyment programs, particularly those organized for students;
- § reasonable precautions being taken for the care and security of facilities;
- § rules which must be followed.

#### 1. Access to Facilities

Facilities will be made available to the public when not required for school or District needs. The District supports youth activities and will attempt to accommodate them in District facilities.

#### 2. Eligibility of Applicants

Applicants must represent properly constituted community groups or be individuals capable of accepting responsibility for conduct of participants and financial responsibility for any damages.

#### 3. Notification of School

Prior to renting any facility, the District will ensure that the Principal has authorized the use by counter signing the Rental Agreement Form. A copy of the rental agreement will be sent to the school.

#### 4. Use of Facilities

Reservations are to be made in writing through the office of the Director of Purchasing Services. All user groups are required to enter into a rental/lease agreement for the use of any facility. Reservations are for the current school year and must be renewed annually in the spring.

All activities must be confined to the parts of the buildings and playing fields stipulated on the contract. Sub-letting of facilities is not permitted.

#### 5. Supervision

The person in charge of the group is responsible for the admission, actions, and behaviour of all participants and/or spectators.

The individual designated as "in charge" will:

- 5.1 Make himself known to the custodian on duty in the building.
- 5.2 Enforce all District and school policies and procedures concerning the use of school facilities and playfields.
- 5.3 Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.
- 5.4 Limit activities and participants to the area assigned to the group
- 5.5 Ensure that specified days and times are adhered to as stated on the Rental Agreement.
- 5.6 Ensure that all members are out of the building when the activity ceases.

5.7 Take all and any action that may be required for the preservation of the District's property, and ensure that the school premises are left in the same order and condition as the school left them.

6. Insurance

All groups will provide adequate public liability insurance for its own participants.

7. Indemnification and Hold Harmless

Every rental agreement shall have the following clause inserted:

"The Lessee agrees that there is no warranty expressed or implied on the part of the Board as to the suitability or condition of the school premises hereby demised and that the Lessee accepts the said premises at his own risk and that the Lessee covenants to indemnify and save harmless the Board of all loss, costs and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The Lessee agrees to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which this lease relates. The Lessee understands and agrees that this lease may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation there shall be no claim or right to damages, or reimbursement on account of any loss, damage or expense whatsoever. No smoking is allowed in District Facilities or on Grounds."

8. Right of Refusal and Cancellation of Rental Contract

The District reserves the right, as its interests may require, to refuse any group or individual access to any facility, or cancel any planned rental or use of a facility. Contracts may be terminated at the discretion the Director of Purchasing Services for failure of the rental group to comply with any of the aspects of the rental agreement.

9. Rental Agreement

Applications for use of facilities shall be made at least 10 working days prior to starting date. No changes will be made to the rental agreement unless authorized by the District. Reservations are for the current school year and must be renewed annually by July 1<sup>st</sup> each year.

10. Use of Gymnasias

User groups are expected to wear appropriate footwear in gyms. Footwear with heels and or hard/soles is not permitted on the playing floors. Certain activities at the discretion of the Principal will not be allowed in gyms.

11. Use of Equipment

Use of equipment within school facilities will be at the discretion of the Principal of the school. Community groups are expected to assume the cost of unusual wear or breakage of school equipment and building facilities.

12. Smoking

No smoking is permitted in school buildings or on the grounds.

13. Liquor

Liquor may only be served at adult functions, subject to the Principal's approval, provided:

- 13.1 that the group indicates at the time of reserving school facilities that the function will include serving liquor,
- 13.2 that the organization arranging the function will obtain a liquor permit covering the function,
- 13.3 that the organization undertakes to provide responsible supervision and control over the function.

14. Lost Property

The District and the school will not accept any responsibility for equipment, furniture, supplies or private property of any description left in any school. Such material may only be left in a school with the approval of the principal of the school, and is left at the risk of the owner.

15. Caretaker Charges

An additional charge will be made to rental groups for caretaker service at times other than the caretaker's regular working hours or where additional caretaking is required at the discretion of the District.

16. Gratuities

No staff member of the District will accept gratuities from groups reserving school facilities.

17. Use of Kitchen Facilities

If kitchen facilities in a secondary school are to be used, special arrangements for cafeteria staff must be made. Rental group must contact the principal of the school at least forty-eight (48) hours prior to the time of use.

18. Daycares

Licensed childcare programs are permitted to lease surplus school facilities or contract with the District to lease space on school grounds to locate a portable building provided that their program will not unfavourably affect District programs, and meet requirements of local governments. The cost of any alterations or additional facilities is the responsibilities of the lessee. Groups planning a childcare facility must provide a copy of the daycare license from Simon Fraser Health Authority as well as a copy of their insurance policy. The Superintendent or designate must approve the program prior to any childcare sponsor being granted use of District facilities. Applicants shall meet all District, municipal and daycare licensing requirements.

19. The District reserves the right to enter into reciprocal agreements with the Cities of Coquitlam, Port Coquitlam, Port Moody and the Villages of Anmore and Belcarra with respect to joint site acquisition, development and maintenance. In addition, the District reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.

20. District Sanctioned Activities

District sanctioned events and activities will be provided space at no rental charge (caretaking charges will apply) when the event or activity is approved by the Director of Instruction, Curriculum and Staff Development. A Rental Application Form must be approved and signed by the Director in order for rental charges to be waived.

21. Unique Sites

Some District sites are not booked centrally through Purchasing Services. Different booking rate procedures apply. These facilities include:

<b>Facility</b>	<b>Contact</b>
Terry Fox Theatre	<ul style="list-style-type: none"> <li>Theatre Advisory Group 604-468-9403</li> </ul>
School Field Use after 5:00 p.m. <ul style="list-style-type: none"> <li>Coquitlam Fields</li> <li>Port Coquitlam Fields</li> <li>Port Moody Fields</li> </ul>	<ul style="list-style-type: none"> <li>Coquitlam Parks &amp; Leisure Services</li> <li>Port Coquitlam Parks &amp; Rec</li> <li>Port Moody Parks &amp; Rec</li> </ul>
Community School Use: <ul style="list-style-type: none"> <li>Seaview</li> </ul>	<ul style="list-style-type: none"> <li>Community School Coordinator at school</li> </ul>

<ul style="list-style-type: none"> <li>• Miller Park</li> <li>• Central</li> <li>• Pitt River Middle</li> </ul>	<ul style="list-style-type: none"> <li>• Community School Coordinator at school</li> <li>• Community School Coordinator at school</li> <li>• Community School Coordinator at school</li> </ul>
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**B. SCHEDULE OF RATES**

A schedule of rental rates shall be established on July 1st of each year as follows: -

**1. Category**

Each reservation shall be classified into one of the following categories and charged as indicated.

- A Charges Waived .....nil
- B Nominal Rental Charge .....20% of basic charge
- C Basic Rental Charge.....100% of basic charge
- D Commercial Rental Charge.....200% of basic charge

Administration shall have discretion in determining rental categories.

**2. Rate Increases**

Rents will be adjusted annually based on the change in the annual cost of living index or other market conditions.

Caretaking charges will be adjusted annually to account for increases in the Collective Agreement.

**3. Category Classification**

<b>GROUP</b>	<b>TYPE OF USE</b>	<b>CHARGE CATEGORY</b>
All district and school-based groups including PAC, DPAC, SPC, or other school-based organizations, clubs or departments.	All school related uses. Includes school reunions and retirement functions	A
District sanctioned events	Early Learning / Healthy Living & Literacy School Community Partnerships Odyssey of the Mind, Middle School Conference, Employee	A
Cities of Coquitlam, Port Coquitlam, Port Moody, and villages of Anmore and Belcarra.	All City uses	B (unless covered by a joint use agreement)
CUPE Local 561, CTA, & CPVPA	Union or professional meetings	A
Special Community events	Remembrance Day, Mayday, Dogwood Days, Friends of Ioco Annual Event	A
Designated charities, public service, social and sport organizations, church youth activities, all school-based groups including PACs and SPCs for non-school related uses.	All uses such as youth sport, Scouts, Cadets, Girl Guides, etc. Also includes adult non-profit sport activities.	B
Political meetings (local, provincial or national)	All-candidates meetings & municipal elections  Partisan meetings.  Federal and provincial elections	A  C  (per federal or provincial rates)
Universities & Colleges	Off campus courses	C (unless covered by a joint use

		agreement)
Commercial, private or other groups not considered above.	All uses including weddings, private parties, and strata council meetings	D
Language Schools and churches	Language classes & religious instruction	C
	Conventions & conferences	D
Other	Not noted above	(at Director of Purchasing Discretion)

**COMMUNITY USE OF SCHOOL FACILITIES**  
**SCHEDULE OF RATES**  
**EFFECTIVE JULY 1, 2012**

	<b>A</b> Charges Waived	<b>B</b> Nominal Charge/hr	<b>C</b> Basic Charge/hr	<b>D</b> Commercial Charge/hr
<b>CLASSROOM / HOME EC ROOM/ ART ROOM</b>	N/C	\$3.50	\$17.50	\$35.00
<b>DAYCARE CLASSROOM</b>		\$12.00		
<b>MULTIPURPOSE / LIBRARY / CAFETERIA / DRAMA / MUSIC / BAND / HALLWAY/ MAT ROOM / WEIGHT ROOM / RESOURCE ROOM / STAFF ROOM/ COMPUTER LAB/ ATRIUM (Centennial)</b>				
<b>Elementary</b>	N/C	\$7.00	\$35.00	\$70.00
<b>Middle/Secondary</b>	N/C	\$9.50	\$46.50	\$93.00
<b>GYM</b>				
<b>Elementary</b>	N/C	\$14.00	\$70.00	\$140.00
<b>Middle</b>	N/C	\$19.00	\$95.00	\$190.00
<b>Secondary / Winslow</b>	N/C	\$23.00	\$116.00	\$232.00
<b>SPECIALTY LOCATIONS</b>				
<b>Winslow Gallery</b> (120 seated, 85 at tables)	N/C	\$76.00	\$376.00	\$752.00
<b>Theatres - Secondary</b>	N/C	\$23.00	\$116.00	\$232.00
<b>Undercover Areas</b>	N/C	\$12.00		
<b>Foyers</b>	N/C	\$12.00		
<b>Grand Hall – Heritage Woods</b>	N/C	\$16.00		
<b>Parking Lot - Centennial</b>	N/C	\$116.00 flat rate		
<b>CARETAKER COSTS</b>				
<b>Saturday</b>	\$35.00 per hour or portion thereof Minimum charge of \$140.00 per use (4 hr. callout)			
<b>Sunday/Statutory Holidays</b>	\$70.00 per hour or portion thereof Minimum charge of \$280.00 per use (4 hr. callout)			

## FILMING IN THE DISTRICT

For filming enquiries and rates at School District 43 locations, please contact Cheralyn Friskie  
[cfriskie@sd43.bc.ca](mailto:cfriskie@sd43.bc.ca) or 604-937-6712

Reference: Section 65, 85, School Act

### Board Minutes

July 1990 Volume 32 Page 186 Policy IV-D-5

June 2005 Volume 47 Page 78 AP 562

January 2006 Volume 48 Page 26

December 2007 Volume 49 Page 131 (Updated Rates Schedule July 1 '12)