

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**906.1
ADMINISTRATIVE REGULATION
Community Use of Facilities**

The Board of Education, in providing Community Use, will reserve the right to:

- Adjust fee schedules to reflect costs of community use
- Charge an administration fee
- Request the first and last months' charges in advance
- Request a security deposit

SITES, FACILITIES AND RESOURCES:

The following chart outlines the types of sites and facilities available for community use.

Sites	Facilities	Specialty Areas
Outdoor Use <ul style="list-style-type: none">• Tennis courts• Covered areas• Parking lots *Playing Fields	Gymnasiums Multi-purpose room Drama Room Classroom Library Theatre Kitchen – Community	Computer Lab Cafeteria Showers/change rooms Meeting Rooms Home Ec. Room Weight Room Dance Room Band Room

*The City books Playing Fields (excluding Cultus Lake Community School) after 6pm and on weekends when school is in session (September to June).

The following school district policies apply to all users of buildings and grounds:

- no alcohol on school district property
- no smoking on school district property

Cross Refs: Board Policy 422: Smoking, Board Policy 500: Drugs and Alcohol

Adopted: February 28, 1979

Reviewed:

Revised: June 28, 1994, October 24, 1995, April 27, 1999, October 24, 2000, April 23, 2002, April 9, 2003, May 23, 2008, September 16, 2014, July 2014, July 2015

ADMINISTRATION:

Sites Facilities and Resources:

There are three booking options, dependent on the site and/or facilities desired, within the Chilliwack School District:

1. NLC Booking Clerk (all sites except for Community Schools)
2. Community Schools
 - a. Central Elementary Community School Society
 - b. Cultus Lake Community School Society
 - c. Greendale Elementary Community School Society
 - d. Promontory Heights Elementary Community School Society
 - e. Rosedale Traditional Community School Society (NLC)
 - f. Yarrow Elementary Community School Society (NLC)
3. The City of Chilliwack (fields only)

Fees and User Rates:

The Fee Schedule by Category (pg. 5) provides base rate costs for facilities and resources. Rates may be adjusted annually on July 1st to reflect the Canadian Consumer Price Index.

SITES, FACILITIES AND RESOURCES USAGE:

Usage shall be placed into two categories:

1. **School day use:** Any day that school is in session shall be determined as school day use, school based functions will have primary usage.

School Use	After School Use
7:00am – 5:00pm	5:00pm – 10:00pm

2. **Community School/NLC Use**
Spaces may be available from 7:00am until 10:00pm upon request.

NOTE: On school closures including Spring Break, Christmas Break, Pro-D Days, and Statutory Holidays, there will be limited rentals through the school district (with the exception of long term rentals such as Church rentals). These rental requests will be considered during these closure times at an increased rental rate.

DETERMINING PRIORITY FOR USE OF FACILITIES:

In order to ensure that all sectors of the community have access to school district facilities on an equitable basis, the following guidelines have been established.

Where user groups may desire the same time frame in the same room of a building, the following factors will be taken into consideration:

- Priority Usage (as per category definitions)
- Potential for alternate venues within School District
- Payment history (if applicable)
- Previous history of the users
- Long-term booking vs. one-time booking
- Date of booking
- Any notable emergent factor

Category Definitions:

- C1** School District based (includes School/PAC sponsored events, employee wellness)
- C2** Youth/family groups that provide programming/services facilitated or coached by volunteers.
- C3** All adult or family/youth groups/events, health services community, club etc. that provide programming and services by paid facilitators or coaches or are not education based.
- C4** Business/political/church.

***License to Occupy** for all long-term tenants. Prices will reflect appropriate category.

USER CHARGES

The Fee Schedule by Category (pg. 5) reflects the different types of users and the different types of facilities or equipment used. The categories reflect the basic costs for use with school and youth groups receiving cost reductions.

Commercial and profit-oriented ventures are charged more as they are offsetting building costs by using school district facilities.

Additional charges may apply.

User Category	Labour Costs	Security Deposit
Category 1	as required	n/a
Category 2	as required	as required
Category 3	as required	as required
Category 4	as required	as required

BASE RATE CHARGES FOR RESOURCES

Costs are based on item per day of use. Risers, stages and public address equipment require set-up by school district personnel.

	Cost	Labour	Security Deposit
Chairs	\$0.35/chair	as required	as required
Choral Risers	\$30.00	as required	as required
Stages 12 pieces	\$120.00	as required	as required
PA equipment	\$120.00	as required	as required

Other district resources may be made available based on individual use requirements and negotiated charges.

- Liability insurance is required for the above.
- Resources may only be rented in conjunction with a facility booking.

FEE SCHEDULE BY CATEGORY: (calculated per hour)

AREA	C1	C2	C3	C4
Classroom	School based	5.05	7.60	10.10
*Specialty Room i.e.: dance, music, home economics, drama, conference room	School based	6.05	9.10	12.10
Multi-Purpose Room	School based	7.60	11.40	15.15
Multi add Kitchen	School based	5.05	5.05	5.05
Library (small)	School based	7.60	11.40	15.15
Library (medium)	School based	9.10	13.65	18.20
Library (large)	School based	10.60	15.90	21.20
Gymnasium (small)	School based	10.10	15.15	20.20
Gymnasium (medium)	School based	12.60	18.90	25.25
Gymnasium (large)	School based	15.15	20.20	30.30
**Change Rooms	School based	10.10	10.10	10.10
Alumni Hall	School based	30.30	40.40	50.50
Alumni Servery (w/booking of Alumni or other room)	School based	5.05	5.05	5.05
Computer Lab	School based	30.30	40.40	50.50
NLC Community Kitchen	School based	8.10	12.10	16.15
RTCS Multi-purpose A	School based	10.10	15.15	20.20
RTCS Multi-purpose B	School based	15.15	20.20	25.25
RTCS Multi Kitchen (w/booking of MPR or other room)	School based	5.05	5.05	5.05
Yarrow Multi-purpose	School based	10.10	15.15	20.20
SSS Pit Area (MPR)	School based	9.10	13.65	18.20
CSS Multi-purpose (Grand Hall)	School based	15.15	20.20	25.25

Theatres:

Theatre (GW Graham) capacity: 360	Booked upon special request. Contact Chilliwack NLC for details.			
Theatre (CSS) capacity: 150	Booked upon special request. Contact Chilliwack NLC for details.			
Theatre (McAstocker) capacity: 125	Charges waived	15.15	30.30	45.45

*Special permission is required for booking

** Available only with a gym rental

- Prices are hourly and reflect per session/booking
- Additional charges will apply for use of audio visual equipment
- Rates will increase annually to reflect inflation
- GST will be applied to all charges
- Labour charges and security deposits - as required

COMMUNITY USE OF FACILITIES Rental Regulations/Agreement

1. Community Use Bookings are made at the Chilliwack NLC (46361 Yale Road) during regular office hours. For more information call 604-701-4978 or email: bookingclerk@sd33.bc.ca
2. Chilliwack Neighbourhood Learning Centre (NLC) bookings are made by calling (604) 701-4978 or by fax (604) 701-4977.
3. Community Schools bookings are made by contacting the Community School directly:

Central Elementary Community School Society:	604-792-8539
Cultus Lake Community School Society:	604-858-7192
Greendale Elementary Community School Society:	604-823-7281
Promontory Heights Elem Community School Society:	604-858-2999
Rosedale Traditional Community School Society/NLC:	604-378-0300
Yarrow Elementary Community School Society/NLC:	604-823-0257
4. All activities that are not school district based functions require a signed contract that has been paid in accordance with the arrangements made at the time of booking, as well as proof of insurance, prior to the starting date. Outstanding accounts may result in loss of privileges. The school district may charge interest of 1.5% per month on overdue accounts.
5. School District Central Office Administration reserves the right to cancel community events.
6. All rentals and lease agreements are subject to cancellation in the event of a strike or labor dispute.
7. User groups are required to provide written notification of intent to cancel a booking a minimum of two business days (48 hours) prior to start date in order to receive a refund.
8. School District resources and equipment such as nets, basketball hoops, mats and standards may be used. This must be indicated on your rental agreement. For use of audio-visual equipment, arrangements must be made at time of booking.
9. Sports equipment used in the gymnasium must be designed for indoor use.

10. The doors to the facility will be kept locked until 15 minutes prior to the booking and the facility is to be vacated promptly at the end of your requested time slot.
11. The adult supervisor in charge of the rental is responsible for admitting participants, their conduct, and ensuring they stay in the area specified on the rental agreement.
12. Smoking, alcoholic beverages and illegal drugs are prohibited on all school district sites.
13. Appropriate footwear must be worn at all times in the school building. For gymnasiums, running shoes must be non-marking.
14. Renters will be held responsible for any damage and all costs incurred during their use of the facility.
15. It is the renter's responsibility to arrange and maintain liability, tenant's liability and other insurance (two million) as may be deemed appropriate and prudent during the rental period. School District 33 Chilliwack must be named as additional insured.
16. This rental agreement applies to the dates indicated on the rental agreement.
17. The School Board reserves the right to deny access to School District facilities. As per Policy 906 "School District facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the school district."
18. A copy of all advertising materials, pertaining to the rental, must be provided to the School District prior to distribution.
19. Food and/or drinks may not be consumed in school gymnasiums unless otherwise indicated in the rental agreement. Clean-up charges will be determined at the time of booking.

The renter agrees that there is no warranty expressed or implied on the part of Chilliwack School District as to the stability or conditions of the school premises and that the renter accepts that said premises at his/her own risk. The renter covenants to indemnify and save harmless the Board from all loss, cost and damages which may arise as a consequence either directly or indirectly of the granting of this agreement. The renter understands and agrees that this agreement may be revised or cancelled at anytime with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages or expenses. The party signing on behalf of the user must be at least 19 years of age.