

Parent Handout: Process for Private Outside Agencies to Rent Spaces in School District #33 (Chilliwack)



As per [Administrative Procedure 330](#) Support for Student Education Programs by Outside Agencies and Certified-Professionals, the Chilliwack School District (the “District”) requests that family-contracted service providers do not provide direct student support at school during the school day. This Administrative Procedure is in place to protect instructional time for all students, clarify responsibility and accountability during the school day, and address legal and privacy concerns. This approach is consistent with other BC school districts and aligns with consultation and recommendations provided by the provincial School Protection Program.

To address barriers some families may face in accessing services, we have established a process allowing service providers to rent space at the Neighbourhood Learning Centre (the “NLC”) during the school day or spaces in schools before and after school.

Service providers contracted by families can rent spaces in schools to provide direct student support at these times and locations:

1. Any school that has space the hour before school starts or the hour after school ends.
2. The NLC at Chilliwack Secondary School either before, during or after the school day.

To rent a space in a school before or after school:

- Email facilities at rentals@sd33.bc.ca to request the space.
- Facilities will call the school to ascertain availability and provide booking access to the provider based on availability.
- The provider will go through eBase and the facilities rental process to rent the space (see process below).

To rent space from the Neighbourhood Learning Center during the instructional day:

- Book a space at the NLC through eBase and the facilities rental process (see process below).

Renting Process
Service providers contact rentals@sd33.bc.ca and provide their name and email
They register for an eBase account
They provide Police Information Check and Proof of Liability