

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



Communication Home

Schools inform families receiving in-school services that, **starting September 2025**, private practitioners will need to rent spaces through eBase to provide direct support to students at the NLC during the instructional day, or before or after school at their client's school, or another school (based on availability)'.

- **Provide Parent Handout:**

Schools give the [Parent Handout](#) to families requesting to have their private practitioner provide direct support to their child during the school day at school. The handout explains to families and practitioners how to rent spaces at the Neighbourhood Learning Centre ("NLC") or a school site.

Rental Process

Space for Rent Before or After School:

- If the service provider would like to rent a space 1 hour before or 1 hour after school, they will 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).

Space for Rent During the School Day:

- If the family wants to engage in services for their student during the instructional day, they can inform their service provider to book a space at the NLC through the facilities rental process.

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

School Notification:

- If the service is at the student's school before or after school, parents must inform the school (via phone or email) about the appointment.
- For recurring services, one notification can cover all scheduled sessions.