

Administrative Procedure 522 – Public Use of School Buildings, Grounds and Equipment



AP 522 – Public Use of School Buildings, Grounds and Equipment

Purpose

The public use of school buildings and grounds shall be encouraged and made available to the public on such terms and conditions as may be prescribed by the Board in its Regulations.

The rental of school furniture and equipment to organizations shall be allowed only after consideration by the Executive Director of Planning & Operations.

Procedures

RENTAL GROUP CLASSIFICATIONS

All organizations using buildings and playground facilities will be assigned to an applicable category.

The following definitions are provided in order to calculate the charges for the use of school facilities.

Allocation: the allotment of one designated facility for one session.

Booking: the raising of a rental contract covering an allocation for one or more sessions.

Facility: classroom, gymnasium, library, portable, multipurpose room, kitchen, diamond, soccer field, etc.

Session: use of a designated school facility for a single specified time period.

1. PRIORITIES OF USE – REGULARLY-SCHEDULED ACTIVITIES

Priorities of use are as follows:

- a) School-initiated programs
- b) School Community Recreation Programs
- c) Community Education (Vancouver Island University)
- d) Recreation Commissions and Community Groups:
 - i. Guides, Brownies, Cubs, etc. – will be given first priority.
 - ii. Younger age groups given preference, where possible, of earlier timeslots.

2. BOOKING

- a) **School days (8:00 a.m. to 5:00 p.m.):** Bookings will be made through the Facilities Department, subject to school approval.

- b) **Weekdays (5:00 p.m. to 10:30 p.m.), Saturdays, Sundays, and school holidays:** Bookings will be made by the Facilities Department.

Category I

- 1. Principal-approved Activities: These student activities will be certified by the Principal to be school-related, and include such activities as science fairs, open houses, concerts, athletic events and drama presentations.

RATE: No charge

Category II

This category to include:

- 1. School and school/community programs, involving students, parents and teachers under the supervision of school staff.

- 2. Formal youth organizations whose membership is restricted to persons under 18 years of age, approved and sponsored by their district executive.

- 3. Recreation Commission or other groups providing recreation programs free-of-charge where participation is restricted to persons under 18 years of age.

- 4. Billeting of groups of visiting students or organized youth groups supervised by responsible persons and with written approval or recommendation of their respective school district.

RATE: Administrative charge: \$3.37 for each session; \$33.68 minimum charge

Buildings:

Elementary Buildings

▪ Full Gym	\$10.11/hour
▪ Multipurpose Room	\$5.89/hour
▪ Classroom/Portable	\$10.11/hour
▪ Kitchen (full use)	\$12.62/hour
▪ Kitchen (tea/coffee)	\$8.43/hour

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Secondary Buildings

▪ Gym (One Gym)	\$16.85/hour
▪ Gym (Double Gym)	\$33.68/hour
▪ Classroom/Portable	\$10.11/hour
▪ Multipurpose Room	\$10.11/hour

Playfields

▪ Fields (U18)	\$3.50/hour
▪ Fields (O18)	\$13.50/hour

Shower Facilities: Sessions to be 3 hours, unless otherwise negotiated.

Organizations using school facilities that create a need for additional services beyond those normally provided will be charged accordingly. Such additional services to include intruder system arming and disarming, security checks, heating, custodial building maintenance.

The use of school buildings is to be restricted to appropriate classrooms and gymnasiums, school days only. All other use of school buildings, and other than school days, will be assigned to *Category III*.

Custodian must be in attendance during all functions that are open to the public.

Category III

This category to include:

1. Civic information meetings, hearings, community events.

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2. Any group whose membership is open to persons of 18 years of age or over.
3. Recreation Commission(s) or other organizations providing recreational programs for persons under 18 years of age who are charged a participating fee.
4. Community service clubs and non-profit organizations within School District 68 boundaries using School District facilities for public assemblies – fundraising activities for community projects involving public.

RATE: Administrative charge: \$3.37 for each session; \$33.68 minimum charge.

Buildings:

Elementary Buildings

▪ Full Gym	\$20.21/hour
▪ Classroom/Portable	\$10.11/hour
▪ Kitchen (full use)	\$21.93/hour
▪ Kitchen (tea/coffee)	\$11.65/hour
▪ Multi-purpose rooms	\$14.87/hour

Secondary Buildings

▪ Classroom/Portable	\$10.11/hour
▪ Half Gym (One Gym)	\$32.83/hour
▪ Full Gym (Double Gym)	\$65.69/hour
▪ Multi-purpose rooms	\$14.87/hour

Playfields

▪ Softball Diamond/Soccer Field	\$13.50/hour
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Shower facilities: Sessions to be 3 hours unless otherwise negotiated.

Organizations using school facilities that create a need for additional services beyond those normally provided will be charged accordingly. Such additional services to include intruder system arming and disarming, security checks, heating, custodial, building maintenance.

Custodian must be in attendance during all functions that are open to the public.

Category IV

1. Profit-making organizations/out-of-district organizations using School District facilities for public assemblies, fundraising activities, community projects outside of School District 68.

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RATE:

Elementary

▪		
▪	Gym	\$\$45.00/hour
•	MPR	\$32.00/hour
▪	Locker Rooms	\$25.00/hour
▪	Kitchen (Full Use)	\$40.00/hour
▪	Kitchen (Coffee/Tea)	\$20.00/hour
▪	Classroom	\$\$25.00/hour
▪	Damage Deposit	\$ event dependent

Secondary Schools

▪		
▪	Gym (One Gym)	\$\$50.00/hour
▪	Gym (Double Gym)	\$\$88.00/hour
▪	MPR	\$55.00
▪	Locker Rooms	\$25.00/hour
▪	Classroom	\$25.00/hour
▪	Cafeteria	\$\$65.00/hour
▪	Damage Deposit	event dependent

Playfields

▪	Fields	\$26.00/hour
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Category V

1. This group consists of organizations renting surplus space, such as rooms with a building or portable classrooms where exclusive use of space is provided on either a month-to-month or fixed-term basis.

RATE:

Surplus School Facilities

1. This directive 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.

Surplus Space

- Non-profit organizations \$41.87/m² year (portable: \$310.84/month)
 - Commercial operations \$98.59/m² year (portable: \$732.63/month)
 - Janitorial services \$30.06/m² year (portable: \$226.84/month)
3. The licensing and renting of individual buildings, complete with site, will be subject to special negotiations and agreement.

4. SCHOOL USE

a) Schools

Schools may have free use of facilities on weekday evenings for regularly scheduled school programs, **for a maximum of 3 nights per week**. Requests for more than three nights per week, must be supported in writing.

Schools pay all labour charges and out-of-pocket expenses when using school facilities for fundraising events.

Schools requesting special use of their gymnasiums or school for functions such as school dances, open houses, science fairs, etc., are to notify the

Facilities Department at least 16 days in advance of such activities, to provide sufficient notice of cancellation to registered user groups.

5. COMMUNITY USE

a) Basis for Allocations

Allocations for regularly scheduled groups will be limited to one night per week per school, until space requirements have been assessed.

Prior use of facilities will be taken into consideration when making allocations.

Minimum enrolment figures may be required for community use of school facilities.

Use of school facilities will not be made available for commercial purposes except to organizations providing a direct service to the school or school district.

Regularly scheduled groups may use facilities only for recreation, leisure, or instructional activities.

No subletting of facilities is permitted.

b) Board Rights

The Board reserves the absolute right to refuse any community group, whether or not properly constituted, the use of all or any school facilities for any reason, cause or otherwise as the Board sees fit.

The Board reserves the right to add to or change rates and regulations at any time, or to terminate any agreement immediately for cause. Rates and regulations are designed to ensure that there is no additional charge on the educational budget for non-educational use.

c) Eligibility of Applicants

Applicants must represent community groups capable of accepting responsibility for conduct of participants and financially responsible for damage, if any.

Minimum age of applicant to be 19 years of age.

d) Supervision

Where school accommodation is allotted for the use of school-age children, adequate adult (over age 19 years of age) supervision must be provided at all times.

All groups using school facilities shall provide adequate supervision of the participants in the activity by a responsible adult.

Caretaker-in-charge is fully empowered to act as the Board's representative in directing the conduct of the rental and to ensure that the regulations are followed and that no damage is caused to Board property.

A caretaker must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Facilities Department.

e) Key/Damage Deposit

i) Buildings

A key/damage deposit will be required of all groups allocated school facilities on a regularly scheduled basis, the amount to be determined annually.

ii) School Playfields

A damage deposit will be required of all groups allocated school fields on a regularly scheduled basis, the amount to be determined annually.

iii) Blanket Deposit

Organizations such as Brownies, Scouts, Youth Soccer Association, Park and Recreation, will make a blanket key/damage deposit, the amount to be determined by the Facilities Department.

Key/damage deposit will be applied to repair costs resulting from damages incurred by rental groups.

Key/damage deposit will be forfeited if key is lost or not returned.

f) Playing Fields

The Facilities Department shall have the right, at any time, to cancel the use of any playing field when unfit for use.

g) Smoking & Vapour Products

Smoking on school property is strictly prohibited at all times. This includes use of tobacco, cannabis, and vapour products by all students, staff and visitors.

h) Intoxicants

Possession or consumption of intoxicants on any portion of school premises is strictly prohibited.

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i) Advertising

No advertising in connection with any production or function is to be displayed on or affixed to any part of school grounds or premises without permission of the principal.

Annual Calendar

- a) *February:* write letters to groups requesting justification for free use
- b) *April:* review of Board-approved organizations
- c) *May:* review of rental rates, key/damage deposit; field damage deposit, rental equipment charges and damage deposit
- d) *June:* review rental regulations

Community Use of Equipment: Schedule "C"

	Rental Charge	Information
Chairs	\$1.00/chair	There will be a charge for the delivery of all equipment.
Risers	\$16.85/section per 24-hour period	There will be a charge for the delivery of all equipment
Tables	\$9.43/table	Only to be supplied if all other local sources are unable to supply.
Cartage	\$38.00 per trip	Drop-off and pick-up of furniture.
Portable PA	\$115/day	

- Loss of cartage, cleaning, any loss or damage, shall be the responsibility of the organization renting furniture or equipment. In the case of replacement, the current purchase price will be assessed.
- Deposit: Deposits will be returned upon receipt of the furniture/equipment in an undamaged condition and in good working order.
- No subletting of furniture or equipment will be permitted.

Amended: May 28, 1997; September 27, 1980; May 26, 1993; November 26, 1986; June 17, 2010; September 15, 2011; October 2023