



## **RATIONALE:**

School District No. 27 endorses the community's use of schools on a cost recovery basis for noncommercial, educational, recreational, and cultural programs. The District will develop and maintain procedures to ensure the community has reasonable access to schools when not required for district educational programs.

## **PROCESS:**

The use of District facilities and grounds shall be made based on the following priorities:

**First Priority:** School use-regular school curricular and organized extracurricular activities that are authorized by the school.

**Second Priority:** District programs – all other District programs, services, and initiatives.

**Third Priority:** Negotiated Joint Use or Community Use Agreements

**Fourth Priority:** All other external user groups.

### **1. General**

- 1.1 Persons or organizations using District facilities must comply with all Municipal Fire Regulations and Bylaws, including seating capacity, exit and fire lane clearance, and parking regulations.
- 1.2 Smoking is not permitted in or on any District property.
- 1.3 All vandalism must be reported to a District employee on duty or the RCMP immediately.
- 1.4 All facilities are **"as is"** and user groups must accept the said facilities at their own risk. Persons or organizations using District facilities shall agree to hold the District blameless from any and all liability resulting from bodily injury or damage to personal property by signing a Waiver of Liability in the form of the user agreement. Users must agree to maintain, at their own expense, public liability insurance in the amount of \$2,000,000 and upon such terms and in such companies as may be reasonably satisfactory to the District, insuring against claims for personal injury, death, or property damage occurring upon, in, or about the premises. Users will be held responsible for any damage to persons or property including the exterior of all District buildings, grounds, fields, and fences.



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- 1.5 No alcoholic beverages shall be brought to, or consumed, in or on school buildings/grounds, without prior approval of the Secretary-Treasurer; refer to AP740 Alcohol on School Property.
  - 1.6 All groups using District facilities or playing fields shall provide adequate adult supervision to be responsible for the admission, actions, and behaviour of all participants and/or spectators. It is the responsibility of the supervisor(s) to confine participants and spectators to the area indicated on the terms of agreement. The District reserves the right to evaluate supervision. The supervisor must:
    - 1.6.1 Enforce all District procedures concerning the use of District facilities and playfields.
    - 1.6.2 Supervise entrance and adjacent area to prevent unauthorized persons from entering the building.
    - 1.6.3 Limit activities and participants to the area assigned to the group.
    - 1.6.4 Ensure that specified days and times are adhered to as stated on the Community Use of Facilities Application Form.
  - 1.7 The District may require the attendance of a custodian to ensure user groups comply with the above conditions when using District buildings. The cost of the custodian's time may be added to the user fees. Custodial staff may or may not be in attendance during scheduled use.
  - 1.8 Persons attending any function in a District facility must obey all reasonable directions of the District employee in charge of the school building. Profane or insulting language shall not be permitted.
  - 1.9 Persons or organizations using District facilities are to ensure all requirements such as bleachers, chairs, etc. are specified when requesting a booking.
  - 1.10 The time allotment indicated on the user agreement will allow time for setup/take down, changing, and showering.
  - 1.11 The District reserves the right to cancel or revoke any user agreement at any time with or without cause and no claim may be made against the District for damages or reimbursement due to any loss, damage or expense except for user fees already paid. In the case of a labour dispute, strike, or lockout resulting in the closure of schools, all community use bookings will be suspended.
  - 1.12 The District is not responsible for any property left or lost on school premises.



- 1.13 Hosting of games of chance, including lotteries, raffles, or bingos on District property is permissible, subject to the applicable persons or organization obtaining the appropriate permits. A copy of said permits must accompany the Community Use Application.
- 1.14 No connection to electrical panels will be permitted without prior authorization from the District's Manager of Facilities and Transportation. User groups will incur any costs associated with this request. All requests for electrical connections must be made at the time the application for use of facilities is submitted. No alterations, installations or fastening shall be permitted on any building. Any damages will be assessed to the client, repaired to District standards at District labour rates and billed to the client.
- 1.15 The District reserves the right to restrict the use of any District facility or field due to weather conditions or scheduled maintenance.
- 1.16 Vehicles are NOT allowed on playfields at any time.
- 1.17 District employees who make application to use District facilities for private purposes must follow normal procedures for access to facilities and shall be subject to standard rates. No employee may volunteer services for an individual or organization using the facilities where it would contravene any part of these regulations.
- 1.18 When an event necessitates overtime work by a District employee, the rate charged will be in accordance with the salary schedule in effect at that time. No direct payment to District personnel is to be made by the persons or organization renting the facilities.
- 1.19 No advertising for commercial purposes may be done through the school nor can advertising be attached to the outside of the school unless expressly approved by the Principal. All proceeds resulting from such advertising must go directly to a school fund.
- 1.20 Access codes to any District facility will only be issued to the event supervisor named on the application at the discretion of the Manager of Facilities and Transportation, or designate, and with receipt of a key deposit (\$100.00) in advance, if applicable.
- 1.21 In facilities where an intruder alarm system is installed, it is the responsibility of the user group to assure upon entering or leaving the building that the District employee in charge is made aware. Any costs incurred by the District for security call outs due to the user group activating an alarm **WILL** be billed to the user group at cost.



- 1.22 Janitorial supplies and equipment will not be made available to user groups; however, users may assist custodial staff members following facility use in removing tables, chairs, equipment, and garbage in order to keep their costs down. In **NO CASE** may a user group perform actual cleaning tasks. Such work **MUST** be done **ONLY** by School District custodial staff. Where users require custodial staff to set up and/or take down tables and chairs they must indicate this request upon application for use of space and will be billed the applicable rate for the custodial time.

## **2. Use of Playing Fields**

School playing fields are open for use by the community at times other than those required by the District or joint use and community use agreement holders. Priority will be given to organized groups and the District has the right to restrict the type of game or activity.

- 2.1 Applications for the use of school playing fields, together with schedules if applicable, should be made to the booking clerk no later than one calendar month prior to the beginning of the scheduled function.
- 2.2 No user fees will be charged but costs for any damage to fields will be invoiced to the user group as indicated on the terms of agreement.
- 2.3 Golf shall not be permitted on any school playing fields.
- 2.4 The District shall not grant permission to anyone wishing to use school playing fields or lawns for the grazing and/or housing of livestock, except as required for school agricultural programs or other educational uses.
- 2.5 Use of playing fields or parking lots as campsites for overnight accommodation is strictly prohibited.
- 2.6 When field conditions are inferior, the Manager of Facilities and Transportation or the Grounds Lead Hand, on behalf of the District, shall reserve the right to cancel all activities by closure of any or all fields.
- 2.7 Unless prior arrangements have been made, field users are not permitted inside school buildings for any purpose. Field users are strictly prohibited from urinating or defecating on school grounds. User agreements will be revoked immediately.
- 2.8 Field users are welcome to have on-site portable toilets from commercial providers and maintained at their own expense. The District will approve the location of such portable toilets.



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### **3. Procedure for Bookings and Rental Rates and/or User Fees**

User groups should carry a copy of the user agreement from the District. District employees may ask to see the agreement prior to allowing entry into any facility. All bookings shall be made through the Booking Clerk at the Administration Office located at 350 North 2<sup>nd</sup> Avenue, Williams Lake in accordance with the following:

- 3.1 School facilities shall be available to responsible organized groups after 5:00 p.m. on regular school days. Not in session days and weekends will be at the discretion of the Secretary-Treasurer or designate. Facilities must be vacated by 10:00 pm on regular school days and 11:00 pm on weekends. Any extensions of these times will only be approved by the Secretary-Treasurer under exceptional circumstances.
- 3.2 School principals shall indicate to the booking clerk by June 30 of each year the dates the school or field is to be reserved for after-hours K-12 school educational activities during the following school year. Other times throughout the year may be requested no later than one calendar month prior to event and will only be approved if other users can be accommodated elsewhere.
- 3.3 Private childcare providers may operate within District facilities provided that:
  - 3.3.1 The day care has been licensed by the Ministry of Health.
  - 3.3.2 Proof is provided to the District that appropriate insurance coverage is in place.
  - 3.3.3 Childcare staff can produce an approved criminal record check satisfactory to the District and Ministry of Health upon request by the District.
  - 3.3.4 Operation of the childcare service is subject to review by the District for any reason, and permission to operate the childcare may be withdrawn with 30 days' notice given by the District.
  - 3.3.5 There is no additional cost to the District.
  - 3.3.6 Emergency evacuation plan is in place and approved by the principal.
  - 3.3.7 The day care/after school care program and operator have the express approval of the Principal.



- 3.4 Prior to June 30<sup>th</sup> of each year, Joint Use and Community Use Agreement holders shall advise the booking clerk of facilities required to offer their programming for the following school year. Other times throughout the year may be requested no later than one calendar month prior to event and will only be approved if space is available.

#### **4. Rates and/or User Fees**

- 4.1 ALL fees and/or deposits must be paid no less than 5 days in advance of the function.
- 4.2 A Cancellation fee of \$10.00 shall be charged on cancellations of less than 2 days (48 hours) notice.
- 4.3 ALL functions with an expected attendance of 100 or more individuals shall be subject to a \$200.00 refundable security deposit. Refunds will be paid within 30 days after the function and inspection of the facility. If additional costs are incurred over and above those covered in the user or rental fees as determined below, said costs will be deducted from the damage deposit, an accounting of which will be stated upon the payment of said deposit to the user.
- 4.4 There will be a LIQUOR surcharge of \$0.50 + GST per person, based upon the submission of the users' liquor permit for ALL functions where liquor will be served.

#### **5. Other Facilities or Spaces**

##### **5.1 Kitchen and Lunchroom Facilities**

Except as indicated below, requests for use of kitchen facilities, home economics rooms and kitchen equipment must be made at the time the application is submitted.

- 5.1.1 Use of Columneetza Cafeteria kitchen is prohibited without the express consent of the Principal and the Secretary-Treasurer.
- 5.1.2 Use of cutlery, dishes, fryers, freezers, grills, and other equipment is prohibited.
- 5.1.3 Use of refrigerators and stoves will be granted only with the permission of Principal.



#### 5.1.4 **Shower Facilities**

Must be requested at the time of application, use of shower facilities will be at a rate of \$10.00 + GST per day plus applicable custodial clean-up costs.

#### 5.2 **Equipment**

The use of any school equipment is at the sole discretion of the Principal of the school, who may specify equipment to be used and an operator where applicable. A fee may also be charged.

#### 5.3 **Other Grounds Use (Not Playing Fields)**

This section includes but is not limited to parking lots, surfaced courts, breezeways, and similar areas. These areas must be requested at the time of application and will be at a fee of \$20.00 + GST per use.

[Terms of Agreement & Contract](#)

[Application for use or Rental of School Facilities & Playing Fields](#)

[Application for Consumption of Alcohol on School Property Form](#)

### **Group A – School/District Use, Joint/Community Use Agreement parties, CCTA, IUOE**

There will be NO USER FEES charged for the following activities, provided that the activity adheres to the time and area stated on the agreement. However, as stated above damage deposit and/or custodial fees may be necessary dependent on the size of the function.

#### **School:**

- All co-curricular and extra-curricular use of school space.
- Special community cultural or fundraising events co-sponsored by the student council and community organizations.
- Parent Advisory Committee (PAC): All PAC meetings and other activities including fairs, bazaars, etc.
- Cariboo-Chilcotin Teachers Association (CCTA): Regular meetings
- International Union of Operating Engineers Local 959 (IUOE): Regular meetings
- District: All workshops, meetings, and in-service training.
- Joint/Community Use Agreements.
- Grad / Dry Grad Meetings



**Group B – Non-Profit Groups (i.e. service clubs, churches, non-registered groups)**

The following rates will be in effect for these groups, custodial fees may also be applicable.

Rental Space	User Fee
<b>Classroom</b>	\$20.00 per use
<b>Cafeteria, Library, Small Gymnasium, or Commons</b>	\$30.00 per use
<b>Medium Gymnasium</b>	\$40.00 per use
<b>Large Gymnasium</b>	\$50.00 per use

**Group C – Commercial and Private Use (including Political Parties):**

All commercial or private functions will require custodial staff to be on duty at all times. Clean up of all functions will be carried out by District custodial staff. Custodial time may be billed to the user at the current custodial rate.

Rental Space	User Fee
<b>Classroom</b>	\$100.00 per use
<b>Cafeteria, Library, Small Gymnasium, or Commons</b>	\$120.00 per use
<b>Medium Gymnasium</b>	\$150.00 per use
<b>Large Gymnasium</b>	\$200.00 per use

Other fees (applies to Group B & C):

Details	User Fee
<b>Application Fee</b>	\$10.00
<b>Key Deposit</b>	\$100.00
<b>Custodial Fee</b>	TBD
<b>Table Rental</b>	\$5.00
<b>Chair Rental</b>	\$0.25
<b>Delivery Charge-Local</b>	\$100.00
<b>Delivery Charge-Out of Town</b>	\$150.00
<b>Nets</b>	\$3.00 per set per day
<b>Showers</b>	\$10.00 per day
<b>Liquor Surcharge</b>	\$0.50 per person

**Group D – Childcare Providers:**





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Space	sq ft	M <sup>2</sup>	Cost/Hour
<b>Large Gym</b>	7000	650	\$16.00
<b>Medium Gym</b>	4000	372	\$9.00
<b>Small Gym</b>	2100	195	\$4.75
<b>Classroom</b>	1000	93	\$2.25

**PLEASE NOTE THAT GST WILL BE ADDED TO ALL FEES  
(EXCLUDING KEY AND SECURITY DEPOSITS)**