

3120: RENTAL OF DISTRICT FACILITIES (AP)

Approved: 99 04 27

POLICY

The Board of Education authorizes the Secretary - Treasurer to rent district and school facilities to user groups provided that:

- 1. the use does not interfere with the school use;**
- 2. the use is in the general public interest; and**
- 3. appropriate supervision is assured.**

Where the District receives the revenue, the net revenue is recorded as Miscellaneous Local Revenue in the Operating Fund of the School District.

ADMINISTRATIVE PROCEDURES

1.0 GENERAL

- 1.1 Within the policy as described, it is intended that the Secretary-Treasurer have the authority to rent school space to user groups.
- 1.2 The Secretary-Treasurer has the authority to appoint an Operations Assistant to implement this policy.
- 1.3 As a general policy, alcoholic beverages are not permitted in school facilities or grounds, but the Secretary - Treasurer may approve the use of alcohol in specific situations consistent with community standards.
- 1.4 The Principals of Ucluelet Secondary School and Ucluelet Elementary School, with input from the Community, may propose a rental policy for the two school facilities in Ucluelet to the Board, and the Board may approve such a rental policy provided that it is consistent with the general framework of this policy.

2.0 APPLICATION

- 2.1 This policy applies to school classrooms, gymnasiums and other space inside the school.

- 2.2 School sponsored events such as extra-curricular clubs and sporting activities are excluded from this policy.
- 2.3 Programs and activities initiated, organized and sponsored by designated Community Schools are exempt from this policy.
- 2.4 Programs and activities organized by Municipal Recreation Commissions under a joint use agreement with the District, are regulated by the joint use agreement.
- 2.5 Rental of outside play fields are excluded from this policy.
- 2.6 Rental of the ADSS Auditorium is excluded from this policy.
- 2.7 Where the Federal, Provincial and Local Government does not provide for a rental fee for elections, the rental fee may be waived by the Secretary – Treasurer.
- 2.8 The Board may waive or adjust a rental fee by adopting a resolution.

3.0 SECURITY, INSURANCE, KEYS

- 3.1 User groups are responsible for the security of buildings on entry, during the use and upon departure, and will be billed for any additional security costs required by or incurred by the District.
- 3.2 User groups are required to acknowledge the insurance provisions of the rental contract and are encouraged to have their own liability insurance for their members and guests.
- 3.3 User groups may pick up the keys for the facility from the Operations Assistant at arranged times. Keys are to be returned to the Operations Assistant after the use of the facility or at the end of the rental contract period.

4.0 RENTAL PROCEDURES

- 4.1 User groups are to complete a Rental of Facility form which is available from the Operations Assistant at the Maintenance Dept.
- 4.2 The Operations Assistant will confirm that the facility is available.
- 4.3 The rental rate and other charges will be confirmed with the user group.
- 4.4 Where the rental is approved, the Operations Assistant's signature signifies authorization of the rental.

5.0 BILLINGS, PAYMENTS AND DEPOSITS

- 5.1 The Operations Assistant is authorized to receive, hold and disperse fees and deposits.
- 5.2 Generally, the basic rent is to be paid in advance, but the Operations Assistant may establish other terms of payment provided the total rent and any other charges are paid before the key deposit is returned.
- 5.3 Key/Damage deposits must be paid when keys are picked up. A cheque dated at the conclusion of the rental period is acceptable.

6.0 RENTAL RATES

Facility rental rates are attached as Attachment 1, and may be revised as necessary by Board resolution.

AP3120: APPENDIX I: RENTAL RATES

| | Community Groups | | | |
|---|---|--|------------------------|---|
| | Volunteer Leaders No Admission | | | |
| Facility | Youth | Adult (To Annual Maximum) | Other | Government Political, Religious Groups |
| ADSS Gym | 0 | \$15.00/hr | \$25.00/hr | \$50.00/hr |
| Designated Large Gyms | 0 | \$10.00/hr | \$25.00/hr | \$40.00/hr |
| Designated Small Gyms | 0 | \$5.00/hr | \$20.00/hr | \$30.00/hr |
| Secondary School Band Rooms | 0 | \$15.00/hr | \$25.00/hr | \$40.00/hr |
| Shops & Foods Labs | \$15.00/hr | \$15.00/hr | \$25.00/hr | \$40.00/hr |
| Large Classrooms | 0 | \$10.00/hr | \$15.00/hr | \$30.00/hr |
| Regular Classrooms | 0 | \$10.00/hr | \$15.00/hr | \$25.00/hr |
| School Meeting Rooms | N/A | \$10.00/hr | \$15.00/hr | \$25.00/hr |
| District Board Room | N/A | N/A | N/A | N/A |
| Key/Damage Deposit | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| Service Charges: | | | | |
| - Maintenance, Custodial | \$35.00/hr | \$35.00/hr | \$35.00/hr | \$35.00/hr |
| - Chair or table rental 1 hr Minimum | \$50.00/hr 1 hr min. | \$50.00/hr 1 hr min. | \$50.00/hr 1 hr min | \$50.00/hr 1 hr min |

Multiple Use Discount

For user groups using the same facilities for the same purpose over the school year, the following room rental discounts apply:

| | |
|-------------------------------|-----|
| Uses per year | |
| Greater than 5, less than 10 | 10% |
| Greater than 10, less than 20 | 15% |
| Greater than 20 | 25% |

Seniors Discount

For user groups organized by recognized seniors organizations and where the majority of the participants are seniors, a rental discount of 25% applies.

Annual Maximum

Adult Community groups with Volunteer Leaders and where no admission is charged to the event, will be charged an Annual Maximum rent of \$200.00 per facility.