

DISTRICT FACILITY USE OF SCHOOLS AND GROUNDS

Background

Under the School Act, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs. The efficient operation of such programs is recognized as the primary purpose of all district facilities and grounds. As a local community partner, the District wishes to extend to the public, access to Board facilities and grounds so long as there is no disturbance to established school or Board-supported programs. Furthermore, the external use of district facilities must be appropriate to the school setting.

The practice of the District shall be to review opportunities for community use of its facilities in an effort to develop, in collaboration with the community, programs which serve unmet educational, recreational, childcare or neighbourhood-based needs of community members.

Community use of facilities is not to draw District resources from educational programs and the rental rates shall be established accordingly and are subject to change with limited notice.

This Administrative Procedure will govern all District facilities.

Procedures

1. The rental of all school facilities and grounds is the responsibility of the Secretary-Treasurer or designate. Revenues derived from these rentals are the property of the District and go toward the overall resource allocation to support learning and operational priorities.
 - 1.1 Refer to Administrative Procedure 225 - Child Care Services in District Facilities for the procedures on Child Care Services in District facilities.
 - 1.2 Refer to Administrative Procedure 515 - Purchasing and Tendering for the procedures with respect to the Request for Proposals for access to District space.
2. The Board reserves the right to refuse entering into rental agreements and the right to terminate existing rental agreements with parties that fail to adhere to the terms and conditions of the rental agreement, who are working in violation of the District's policies or administrative procedures, or whose organizational values do not align with that of the District's.
3. The use of school district facilities and grounds shall be prioritized in the following manner:
 - 3.1 School use – regular school curricular and extra-curricular activities that are authorized, organized and supervised by school/district staff.

3.2 District programs – all other district-supported programs, services or initiatives.

3.3 All other outside user groups.

Despite historical rights and use, any user may be bumped from a particular time, day or facility or grounds based on the priority use noted above. The District will do its best to provide as much notice as possible.

4. User groups interested in booking space within a school or school board facility must follow the process outlined on the District website, working in collaboration with the Facility Rental office or other designated assign, in order to ensure:
 - 4.1 Applications have been submitted in full, within the defined time-frame required
 - 4.2 Any and all fees (including possible damage deposits) have been paid in advance of use
 - 4.3 Event coordinators have been briefed on Terms and Conditions, Codes of Conduct for the relevant space, so that they are responsible for ensuring the compliance of all event activity participants.
5. The Secretary-Treasurer, or designate, will develop a current schedule of fees and license rates for use of District facilities that will be reviewed annually and posted to the District's website on September 1 of each year. Refer to Appendix A for general guidelines.
6. The Secretary-Treasurer or designate may grant permission for alcohol to be served on school premises provided that individual/groups:
 - 4.1 Book the facility in accordance with District procedures:
 - 4.2 Agree to enforce all restrictions expressed and implied by the *British Columbia Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained:
 - 4.3 Provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of a minimum \$2,000,000 (two million);
 - 4.4 Provide verification that there is a demonstrated plan in place for the security and control of the function with a named person responsible, and make arrangements to pay the District for additional security if required;
 - 4.5 Apply, in writing, a minimum of thirty (30) days in advance of the proposed function date; and,
 - 4.6 Agree to these and other facility use terms.

*Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act*

SD No. 40 (New Westminster)

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)