

Category	User group	Category Definition	Priority of Use	Charge	Other
A District and Community School Partnership	School and District Sanctioned Events and Programs Community Schools Partnership Program Providers NWPR Programming	School sanctioned events and activities; school sports teams/clubs PAC or staff events. District events or programs that are facilitated independently or in partnership with community partners e.g., Early Learning, Middle Childhood, Literacy, Aboriginal, Multicultural events... Community Schools Partnership (CSP) programming; NWPR Youth Services* and NWPR programming at existing sites (prior to September 2016).	M-F 8:30 am - 6:00 pm at District schools *NWPR Youth Services Friday evenings at select schools	No charge	**See additional charges section
	Community Education	Community Education (Academic and General Interest night school)	M - F during adult school hours at the Adult Learning Centres and limited access to NWSS at other times.		
B Non Profit	Children and Youth Development Programs	Community-based programs for Children and Youth (e.g. Children and Youth sport programs, Girl Guides, Brownies, Cubs, Scouts, Cadets, etc. ...)	6:00 to 8:30 pm weekday evenings based on space availability	25% of the Category B rate: Gym \$5.50/hour Classroom/ Multi-purpose Room \$4/hour	**See additional charges section
	Non-profit Societies /Community Service Clubs	A legally constituted organization (e.g. charitable status, or service club) whose primary objective is to support or to actively engage in activities of community interest without any commercial or monetary purpose.	Based on space availability	Gym \$22/hour Classroom/ Multi-purpose Room	**See additional charges section
	Adult Recreational Groups	Adult groups i.e. sports groups such as basketball, volleyball, badminton etc.		\$16/hour *** Office \$5.50/hour	
	Non-profit Child Care	On-site Child Care and Before and After School Care	As specified in License Agreements	Fees to be determined based on space, time used and District costs	License Agreement Required
	New Westminster Parks and Recreation	Fee paying programming for children, youth, adults and families.	Based on space availability	Gym \$22/hour Classroom/ /MPR \$16/hour	** See additional charges section

C Community	Other Recreational / Educational Programs	E.g. Post-Secondary Institutions	Based on space availability	Gym \$38/hour Classroom/ Multi-purpose Room \$27/hour ***Office \$11/hour	**See additional charges section
	Other Adult Groups	Public Rentals for functions/events, meetings etc.			
	Group Rentals	Public Rentals with an annual schedule i.e. Church groups, etc.			
D Commercial	Individuals /Groups of a Commercial Nature	Public rentals by private sector for-profit businesses, groups or individuals undertaking for-profit activities.	Based on space availability	Gym \$65/hour Classroom/ Multi-purpose Room \$43/hour ***Office \$16/hour	**See additional charges section
	Film Industry	Rental by film production companies.		See <i>Filming Industry Fee Schedule</i> in "Filming in District Facilities"	

* **Priority of Use times and discounted rates do not apply to District Neighbourhood Learning Centres.**

****Additional Charges:**

- May apply to cover any additional staffing that is required (i.e. when district staff is needed for set up and take down, covering gym floors, clean-up, etc.) during regular working hours.
- On the weekends, and at other times when school is not in session or staff are not scheduled to be at a site, user groups will be charged a minimum 4 hour staffing charge on all bookings.
- User groups are responsible for paying all additional staffing costs no matter what category of use they fall under.
- Damage Deposits may be required based on the type of usage.
- No District equipment can be used without the prior approval of the Districts' Facility Rentals Department.
- For equipment rentals, please see fee schedule below.
- User groups requesting use of gyms at New Westminster Secondary School for events that require tables and chairs, and/or involve serving refreshments, are required to pay a \$240 floor covering fee to cover staff set up and take down costs.
- All facility (GST) and equipment use (PST) fees are subject to applicable taxes.

*** **In order to qualify for the Category C Non-profit rate, organizations will be required to provide their Non-profit number.**

**** **Neighbourhood Learning Centre Office space:** A limited number of office spaces are available for rent in NLCs. Spaces, when available, are available on an hourly, daily, or monthly basis.

District Equipment Use Fee Schedule:

Chairs	\$0.40/chair
Tables (wood topped, 5ft x3ft)	\$3.00/table
Podiums	\$3.00/use
Microphones (with access to sound system)	\$10.00/use and \$300 damage deposit required
Volleyball Nets	\$3.00/use
Sports Nets	\$3.00/use
Score Clocks	\$10.00/use and \$500 damage deposit required

Film Industry Fee Schedule:

Facility use Fee	\$2,000 to \$5,000 per day based on site requirements
Facility use Prep Fee	½ daily rate
Facility Use Clean Up (Rap) Fee	½ daily rate
Parking Lot Rental	\$500.00/24 hours
Set supervision by SD 40 Staff	2.5 x Collective Agreement Rate for the duration of the filming.
Garbage Disposal Fee	Going rate/bin
Damage Deposit	\$5,000 per occurrence
Damage Deductions	Cost of Materials, 2x Cost of Labour (at Collective Agreement rate) and Admin and Taxes
School Appreciation Fee	<i>Note: \$500/occurrence Paid directly to the school as a thank you for school use</i>
SD No. 40 Administration Fee	15%

Additional Information:

1. Facility Booking Inquiries and Requests:

All Facility Rental enquires are to be directed to facilityrentals@sd40.bc.ca or 604.517.6324

In the case of Category B Community-based children, youth and adult recreational user groups that meet on a regular, reoccurring basis, facility rentals and/or District staff will accept requests for facility space each spring.

2. Insurance:

School District No. 40 will require proof of a minimum of:

- \$2,000,000 (two million) in liability insurance from user groups;
- \$5,000,000 (five million) in liability insurance from Child Care Service providers; and,
- \$5,000,000 (five million) in liability insurance per occurrence from film production companies.

a minimum of 14 (fourteen) days prior to facility usage.

“**The Board of Education for School District No. 40 (New Westminster)**” must be named on the renter’s insurance policy, as an insured third party, and the dates indicated on the insurance policy need to reflect the facility use dates indicated on the *Facility Use Permit*. User groups holding events that involve paid musicians or stage performers shall indemnify and hold the Board blameless in the event of a legal action for the collection of SOCAN copyright royalties.

3. Live Music and Use of Recorded Music:

The performance of live music or the use of recorded music must receive prior approval. User groups will be required to provide verification that a SOCAN (the Society of Composers, Authors and Music Publishers of Canada) license has been secured a minimum of fourteen (14) days prior to facility usage.

More information on SOCAN licenses is available at: <http://www.socan.ca/licensees/music-use#event>

4. Preparation, Cooking and Serving of Food:

The preparation, cooking and serving of food must receive prior approval. User groups will be required to provide verification that they have secured a *Temporary Food Permit* from Fraser Health a minimum of fourteen (14) days prior to facility usage. Additional charges may apply to cover any additional staffing that is required to clean up after the event/program where food has been served.