

## **DISTRICT FACILITY USE AND FEES AND CHARGES**

### **Background**

The District has a history of encouraging the use of District facilities and grounds by the New Westminster community. The District subscribes to the basic premise that the community's access to public school facilities is not to disturb or pre-empt ongoing, established school programs and must be appropriate to the school setting.

In the future, as a consequence of the development of new schools, the District may encounter situations in which its facilities exceed its needs - in terms of accommodating regular and traditional school programs.

The practice of the District shall be to review such "excess" facilities as an opportunity to be innovative; an opportunity to proceed with services or programs, which heretofore were impossible because of constraints of space; and an opportunity to develop, in collaboration with the community, programs which serve unmet educational, recreational, child care or neighbourhood-based needs of community members.

The District is committed to providing available facility rental and use amenities, allocated in a clear and consistent manner, that support life-long learning, and improve the quality of life and leisure pursuits of community members.

Community use of facilities is not to draw District resources from educational programs; therefore, rental rates for facilities will be established on a graduated fee schedule based on the user group's ability to pay, and how closely the organization's use of facilities aligns with the District goals and objectives.

The purpose of this Administrative Procedure is to provide staff with direction when allocating spaces to school, District, community and commercial user groups in District facilities.

In acknowledgement of the Ministry of Education's Neighbourhoods of Learning initiative, this Administrative Procedure will also provide direction for the allocation of designated community use space in Neighbourhood Learning Centres.

This Administrative Procedure will govern all District facilities.

### **Definition**

Facility is defined as any District useable indoor or outdoor space(s) with the exception of the Vincent Massey Theatre during the period it is operated and administered by the Massey Theatre Society.

## Procedures

1. The Secretary-Treasurer, designate, and District staff responsible for the allocation and issuance of facility use and partnership agreements are authorized to implement this Administrative Procedure.
  - 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. This Administrative Procedure will establish a framework to ensure clear and consistent allocation of available facilities, and its specific objectives are to provide:
  - 2.1 Priority of use category definitions and fees (see Appendix A);
  - 2.2 Facility use conditions; and,
  - 2.3 Clear and consistent access procedures.
3. The Director of Facilities and Operations or designate will develop a current schedule of fees and lease rates for use of District facilities that will be reviewed annually.
4. The Secretary-Treasurer or designate may grant permission for alcohol to be served in Neighbourhood Learning Centres only 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.

5. In situations where the disposition and/or use of excess school facilities is being considered the Board will be guided by two Ministerial Orders:

5.1 [The School Opening and Closure Order](#)

and,

5.2 [The Disposal of Land or Improvements Order](#)

These Orders are made under the authority of the *School Act*, sections 73, 96(3) and 168(2)(p).

*Reference: Sections 22, 23, 65, 85 School Act  
Liquor Control and Licensing Act  
Disposal of Land or Improvements Order M193/08  
School Opening and Closure Order M194/08*

*SD No. 40 (New Westminster)*

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