



Chilliwack School District  
*"Partners In Learning"*

## ADMINISTRATIVE REGULATION 906.1 AR

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### COMMUNITY USE OF FACILITIES

The Board of School Trustees, in providing Community Use, will reserve the right to:

- Adjust fee schedules to reflect costs of community use.
- Charge an administration fee
- Request the first and last months' charges in advance
- Request a security deposit

#### Sites, Facilities and Resources

The following chart outlines the types of sites, facilities, and resources available for community use.

| Sites          | Facilities | Specialty Areas       | Resources - School Based                     | Resources - District Based |
|----------------|------------|-----------------------|--|----------------------------|
| Playing Fields | Gyms       | Shops                 | Classroom Equipment<br>AV<br>Computers, Etc. | Chairs<br>Tables           |
| Outdoor Play   | Classrooms | Computer Rooms        | Sports Equipment                             | Choral Risers              |
|                | Libraries  | Cafeterias            |  | Stages                     |
|                | Theatre    | Showers, Change rooms |  | Sports Field Liners        |
|                |            | Meeting Rooms         |  | Portable Goals             |

The following school district policies apply to all users of buildings and grounds:

- no alcohol on school district property
- no smoking on school district property

## **ADMINISTRATION**

Sites - Administration, including booking, allocation and user discipline may be contracted to another agency or done at the school district administration office.

Facilities and Resources - Administration, including booking, allocation, user fees, and user discipline will be done at the School District Administration Office.

Annual Rental Plans - To best serve the interests of the community and school, an annual rental plan will be developed based on the Board of School Trustees' Community Use Policy and Regulations.

Fees and User Rates - All booking shall be subject to an administration fee. A system of charges shall be instituted that provides base rate costs for facilities and resources. An annual review shall be utilized to ensure that community use meets the criteria of cost recovery. (see User Rate Table)

Monitoring of Use - A process for monitoring use of facilities shall be developed and made known to users.

## **SITES, FACILITY AND RESOURCES USAGE**

Usage shall be placed into two categories:

1. School day use: - Any day that school is in session shall be determined as school day use, school based functions will have primary usage until 7:00pm. Opportunities do exist for community groups to use school facilities prior to 7:00 p.m. with availability based on after school on site programs.
2. After school use - All days when school is not in session or after 7:00 p.m. when school is in session.

## **DETERMINING PRIORITY FOR USE OF FACILITIES**

In order to ensure that all sectors of the community have access to school district facilities on an equitable basis, the following usage priorities have been established.

Where user groups may desire the same time frame in the same room of a building, the following factors will be taken into consideration:

- Priority usage (as per chart)
- Potential for alternate venues
- Payment history (if applicable)
- Previous history of the users
- Long-term booking vs. one-time booking
- Date of booking

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| <b>School Day Use</b>            | <b>After School Use</b>  |  |  |
|----------------------------------|--|--|--|
| <b>Up to 7:00 p.m.</b>           | <b>7:00 p.m. to 10:00 p.m.</b>   | <b>Weekends</b>  | <b>Summer</b>  |
| School/PAC sponsored events (C1) | School/PAC sponsored events (C1)                                       | School/PAC sponsored events (C1)                                       | School/PAC sponsored events (C1)                                       |
| Youth Groups (C2)                | Youth Groups (C2)  | Youth Groups (C2)  | Youth Groups (C2)  |
| Employee Groups (C1)             | Educational (C2)   | Church Groups (C4)   | Educational (C2)   |
|                                  | Employee Wellness (C1)   | Independent schools (C2)<br>Early Learning (C2)<br>Adult Literacy (C2) | Independent Schools (C2)<br>Early Learning (C2)<br>Adult Literacy (C2) |
|                                  | Independent Schools (C2)<br>Early Learning (C2)<br>Adult Literacy (C2) | Educational (C2)   | General Community (C3)   |
|                                  | General Community (C3)   | Employee Wellness (C2)   | Employee (General) (C2)  |
|                                  | Employee (General) (C3)  | General Community (C3)   | Employee Groups (C2)   |
|                                  | Employee Groups (C3)   | Employees (General) (C2)   | Employee Wellness (C1)   |
|                                  | Church Groups (C4)   | Employee Groups (C2)   | Church Groups (C4)   |
|                                  | Profit Oriented (C4)   | Profit Oriented (C4)   | Profit Oriented (C4)   |
|                                  | Commercial (C5)  | Commercial(C5)   | Commercial (C5)  |
|                                  | Political (C5)   | Political (C5)   | Political (C5)   |

**DEFINITION OF VARIOUS COMMUNITY USE GROUPS**

The following chart defines the various types of community users of school district facilities. Where more than one definition applies, the higher priority user category will be used.

| <b>USER GROUP</b>                               | <b>DEFINITION</b>  |
|---|--|
| Students  | In school programs<br>Extra curricular   |
| School sponsored events<br>PAC sponsored events | Regular PAC meetings and events involving functions for the benefit of children of that school only.                                   |
| Youth Groups                                    | No profit is made. No one gets paid. Serves users of school age (5-18).  |
| General Community                               | Recreational sports groups, clubs, PAC activities not involving students.  |
| Employee Groups                                 | Used for business meetings and activities where only employees are present.  |
| Employee Wellness                               | Used for physical fitness activities when at least 60% of the group are employees  |
| Employees General                               | Used by general community where employees are present as part of the group.  |
| Educational/Independent Schools                 | Government testing, University College, etc., schools incorporated under the Independent Schools Act with group 1 or 2 classification. |
| Educational/Early Learning                      | Not for profit groups involved in preschool programs.  |
| Educational/Adult Literacy                      | Not for profit groups involved in adult literacy.  |
| Church Groups                                   | Church services, receptions, meetings.   |
| Profit Oriented                                 | Groups that charge rates for admission and/ or instructors receive money, but not prime occupation.                                    |
| Commercial                                      | Professional enterprise, corporations or partnerships.   |
| Political                                       | Party fund raisers, etc.   |

**USER CHARGES**

The user rate schedule reflects the different types of users and the different types of facilities or equipment used. The categories reflect the basic costs for use with school and youth groups receiving cost reductions. Commercial and profit-oriented ventures are charged more as they are offsetting building costs by using school district facilities.

The Board reserves the right to set procedures.

| <b>User Category</b> | <b>Unit Rate</b> | <b>Admin Fee</b>                   | <b>Labour Costs</b> | <b>Security Deposit</b> |
|----------------------|------------------|------------------------------------|---------------------|-------------------------|
| Category 1           | charges waived   | n/a                                | as required         | n/a                     |
| Category 2           | base rate x 1    | \$6.05                             | as required         | as required             |
| Category 3           | base rate x 2    | \$ 6.05/single<br>\$ 12.10/maximum | as required         | as required             |
| Category 4           | base rate x 3    | \$6.05/week<br>\$12.10/month       | as required         | as required             |
| Category 5           | base rate x 4    | \$6.05/week<br>\$12.10/month       | as required         | as required             |

**BASE RATE CHARGES FOR RESOURCES**

Costs are based on item per day of use. Risers, stages and public address equipment require set-up by school district personnel.

|                  | <b>Cost</b>  | <b>Labour</b> | <b>Security Deposit</b> |
|------------------|--------------|---------------|-------------------------|
| Chairs           | \$0.35/chair | as required   | as required             |
| Choral Risers    | \$30.45      | as required   | as required             |
| Stages 12 pieces | \$120.75     | as required   | as required             |
| PA equipment     | \$120.75     | as required   | as required             |

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- Other district resources may be made available based on individual use requirements and negotiated charges.
- Liability insurance is required for the above.
- Resources may only be rented in conjunction with a facility booking.

**RENTAL OF SCHOOL EQUIPMENT**

1. Tables, chairs, choral risers and staging are the only items of equipment that may be rented for use off school premises and shall be rented in accordance with the Community Use of Facilities Policy (906).
2. Equipment for student use, such as musical instruments, shall only be rented with the authority of the principal. Rental of such equipment shall be made only during the period September 1 to June 30.
3. Rental of any equipment during the months of July and August is prohibited without the approval of the principal. Rental rates for this use shall be determined by the principal.

**FEE SCHEDULE BY CATEGORY** (calculated per hour)

| <b>AREA</b>            | <b>C1</b>      | <b>C2</b> | <b>C3</b> | <b>C4</b> | <b>C5</b> |
|------------------------|----------------|-----------|-----------|-----------|-----------|
| Classroom              | Charges waived | 4.73      | 9.45      | 14.18     | 18.90     |
| Speciality Classroom   | Charges waived | 6.20      | 12.39     | 18.59     | 24.78     |
| Multi-Purpose Room     | Charges waived | 6.20      | 12.39     | 18.59     | 24.78     |
| Music Room             | Charges waived | 6.20      | 12.39     | 18.59     | 27.78     |
| Library                | Charges waived | 8.56      | 17.12     | 25.67     | 34.23     |
| Elementary (small) gym | Charges waived | 8.56      | 17.12     | 25.67     | 34.23     |
| Middle School gym      | Charges waived | 9.92      | 19.85     | 29.77     | 39.69     |
| Senior School gym      | Charges waived | 11.05     | 22.10     | 33.15     | 44.20     |
| Change Room            | Charges waived | 5.51      | 11.03     | 16.59     | 22.05     |
| Kipp Centre            |                |           |           |           |           |
| Meeting Rooms          | Charges waived | 15.44     | 30.87     | 46.31     | 61.74     |
| Cheam Centre*          | Charges waived | 30.00     | 60.00     | 90.00     | 120.00    |
| Technology Lab         | Charges waived | 15.44     | 30.87     | 46.31     | 61.74     |
| Computer Lab           | Charges waived | 31.17     | 61.74     | 92.61     | 123.48    |
| Theatre (GW Graham)    | Charges waived | 38.75     | 77.50     | 116.25    | 155.00    |

\* Additional charges will apply for use of audio visual equipment and custodial service.

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- GST - applied to all charges
- Administration Fee - applied as per category
- Labour charges and security deposits - as required
- Floor Hockey surcharges - \$78.75 for half a year and \$157.50 for a full year
- Rates for pre-schools may be adjusted to create opportunities for special interest children to attend the program.

Cross Refs: Board Smoking Policy

Adopted: February 28, 1979

Reviewed:

Revised: June 28, 1994, October 24, 1995, April 27, 1999, October 24, 2000, April 23, 2002, April 9, 2003  
May 23, 2008

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### COMMUNITY USE OF FACILITIES

#### *Rental Regulations/Agreement*

1. Community Use Bookings are made at the Maintenance Department (44877 Yale Road West) Monday through Friday. For more information call (Tel) 604-795-2557 or (Fax) 604-792-5220.  
  
Kipp Centre Conference Bookings (Buildings 1 and 2) bookings are made by calling (604) 701-6173 or by fax (604) 792-4584.
2. All applications for rentals must be made in writing and include the following information - a description of the activity, start and end dates, time required, home and work telephone numbers and a complete billing address.
3. All activities that are not a school function or part of the district curriculum require a signed contract prior to the starting date.
4. Normal rental periods are from September to June at 7:00pm.
5. School District administration reserves the right to cancel community events for cause with reasonable notice.
6. School District resources and equipment may not be used without prior approval and must be indicated on your rental agreement. For sporting activities that may damage the facility (floor or ball hockey) a surcharge will be added to the rental cost. All sports equipment must be designed for indoor use. Hockey sticks must be made of plastic with non-marking blades. For use of audio-visual equipment at the Kipp Centre arrangements must be made at time of booking.
7. The doors to the facility are to be kept locked until 15 minutes prior to the event and the facility is to be vacated promptly at the end of your requested time slot.
8. The supervisor in charge of the event is responsible for admitting participants and ensuring they stay in the area specified on the rental agreement.
9. Smoking is prohibited from all school district sites. Alcoholic beverages and illegal drugs are not permitted on school district property.

10. Footwear must be worn at all times in the school building. For gymnasiums, running shoes must be non-marking.
11. Lessees will be held responsible for any damage and all costs incurred during their use of the facility.
12. It is the lessee's responsibility to arrange and maintain liability, tenant's liability and other insurance as may be deemed appropriate and prudent during the rental period.
13. This rental agreement applies to the dates indicated on the rental agreement.
14. The School Board reserves the right to deny access to school district facilities.
15. Any advertising for a program must include the following disclaimer: Opinions expressed at this event do not represent the views of the Chilliwack School Board.
16. Food and/or drinks may not be consumed in school gymnasiums unless otherwise indicated in the rental agreement. Clean-up charges will be determined at the time of booking.

The lessee agrees that there is no warranty expressed or implied on at the part of Chilliwack School District as to the stability or conditions of the school premises and that the lessee accepts that said premises at his/her own risk. The lessee covenants to indemnify and save harmless the Board from all loss, cost and damages which may arise as a consequence either directly or indirectly of the granting of this lease. The lessee understands and agrees that this lease may be revised or cancelled at anytime with or without cause and that in the vent of such revocation or cancellation there should be no claim or right to damages or expenses. The party signing on behalf of the user must be at least 19 years of age.