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**POLICY #10420**  
**EXTERNAL USE OF FACILITIES & GROUNDS**  
**DURING SCHOOL HOURS**

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**1. INTENT**

- 1.1. Under the *School Act*, the Surrey Board of Education is obligated to provide facilities and grounds sufficient to conduct K-12 education programs. The conduct of such programs is recognized as the primary purpose of all district facilities and properties. In addition, the board has high expectations for personal conduct and care of facilities because of the presence of children.
- 1.2. The board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. Furthermore, it recognizes that taxpayers should not be required to pay further for the construction of additional facilities or grounds. The board agrees, therefore, to extend to the public the privilege of having access to surplus facility and ground space during school hours that is not otherwise being used for K-12 curricular and extra-curricular programs. In the event of a violation of this privilege, the board reserves the right to cancel the use of any school facility, grounds or equipment. Such access, however, is granted provided that external use of school facilities and grounds during school hours does not interfere with regular curricular and extra-curricular programming, and that, to ensure non-erosion of the district's operating K-12 funding, rental charges be market-driven focused and assessed as per regulation.
- 1.3. The board also understands that the allocation of limited available surplus school hour space, must be conducted by a process that is transparent, fair and consistent.
- 1.4. The board does not endorse or represent any external group that rents its facilities or grounds.

**2. SCOPE**

- 2.1. Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern school hour usage of facilities and grounds. Generally, the board agrees that facilities and grounds will be rented for a variety of external activities in accordance with the guidelines set out in policy and regulation.

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2.2. District Theatres and the District Conference Centre are exempt from this policy and are covered by other policies and regulations.

**3. AUTHORITY**

3.1. The board assigns the responsibility for the External Use of Facilities & Grounds During School Hours' Policy to the secretary-treasurer.

**4. PRIORITY FOR USE**

4.1. Allotment of School District No. 36 (Surrey) facilities and grounds shall be made on the basis of the following priorities:

1. First Priority: Regular school curricular, school district program-related and organized extra-curricular activities.

2. Second Priority: Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions.

Where feasible, education programs under the second priority will be held in designated centres.

3. Third Priority: Historical user groups, which are defined as those who held a Rental License of a facility or grounds in the year immediately preceding a current application or use. Historical groups have right-of-first refusal for the same area, day and time, provided such group submits a renewal application within district booking deadlines.

4. Fourth Priority: Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.

5. Fifth Priority: All other outside groups including, but not limited to, non-profit, educational, daycare, and preschool.

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**5. IDENTIFYING SURPLUS SCHOOL HOUR SPACE**

Surplus space will be identified and confirmed annually using a multi-leveled approach. First, the board's Business Management Services Department will submit to the Facility Rentals Department a list, based on statistics maintained in that department, of all surplus facility space in the district. This list will be supplied upon finalization of enrollment numbers at the commencement of each school year. The Facility Rentals Department will then contact the principal at each school that is identified as having surplus school hour space and will determine, in conjunction with the principal, if such space is appropriate for school hour rental. The principal will contact stakeholders at the school, as deemed appropriate, to determine the potential impact of school hour rentals. Final approval for use of school hour surplus space must be provided by the principal to Facility Rentals in writing.

The board gives individual principals the right to deny rental access to daytime users where it can be shown that having the daytime user in the school will cause unreasonable disruption to the school's educational programs or compromise student/staff safety. Where the principal is withholding external access to surplus space during school hours and no "unreasonable disruption" can be shown, the secretary-treasurer, in consultation with appropriate staff and concerned parties, may provide final approval for external access to surplus space. Such requests must be submitted in writing by the Facility Rentals Department to the secretary-treasurer for consideration.

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*XRef:* Policy [#6512](#)  
Policy [#6802](#)  
Policy [#10400](#)  
Policy [#10410](#)  
Policy [#10415](#)