
POLICY #10400
COMMUNITY USE OF FACILITIES & GROUNDS
OUTSIDE OF SCHOOL HOURS

1. INTENT

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.

~~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 schools and grounds currently used for K-12 programs. The district agrees to extend to the public the opportunity to access schools and grounds with rental charges being assessed as per regulation. Such access is granted provided that community use of school buildings and grounds is conducted responsibly and does not interfere with regular curricular and extra-curricular programming. 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 community use of school buildings and grounds does not interfere with regular curricular and extra-curricular programming, and that rental charges be assessed as per regulation.~~

~~The district does not endorse or represent any external group that rents its facilities or grounds.~~

~~The district understands that the allocation of limited available surplus school hour space must be conducted by a process that is transparent, fair and consistent.~~

2. SCOPE

~~District Theatres The Bell Performing Arts Centre and the District Education Centre are exempt from this policy and are is covered by other policies and regulations Policy 10410 and Regulation 10410.1. In addition, all use of schools during school hours is exempt from this policy and is covered by other policies and regulations.~~

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~~Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern usage outside of school hours.~~ Generally, the ~~board-district~~ agrees that ~~other~~ facilities and grounds will be rented for a variety of ~~recreational and meetingcommunity~~ uses in accordance with ~~district policy and regulation and in accordance with~~ the spirit and intent of the ~~Canadian Charter of Human Rights and FreedomsBC Human Rights Code~~. Where there is a reasonable expectation that a confrontation between opposing groups might occur as a result of a rental ~~or if an activity or event proposed to be hosted in a school is considered discriminatory, racist, obscene, slanderous, libelous, or if it may be otherwise detrimental to the district, however,~~ management is vested with the authority to approve or deny access to school facilities and grounds.

The ~~board-district~~ reserves the right to enter into reciprocal agreements with the City of Surrey (on behalf of Surrey Parks, Recreation & Culture) and with the City of White Rock (on behalf of White Rock Leisure Services) with respect to joint site acquisition, development and maintenance. ~~In addition, the board reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.~~

3. AUTHORITY

The ~~board-district~~ assigns the responsibility for the Community Use of Facilities & Grounds policy to the ~~ss~~ecretary-~~tt~~reasurer.

4. PRIORITY FOR USE

~~Allotment Allocation~~ of ~~time available at school~~-district facilities and grounds shall be made on the basis of the following priorities:

- 4.1. ~~Regular school curricular and organized extra-curricular activities.Regular curricular and school-organized and sponsored extra-curricular activities.~~
- 4.2. 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.~~

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- 4.3. Historical user groups, which are defined as those ~~who~~that held a Rental License of a facility or grounds in the year immediately preceding a current application for 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.
- 4.4. ~~Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.~~
- 4.5. All other outside groups including non-profit and commercial or “private” ventures.

The above priorities apply, except where a ~~board~~district approved agreement requires otherwise.

Despite historical rights, any user may be bumped from a particular time, day or facility or grounds based on the above noted priority.

5. NEW AND RENEWAL APPLICATIONS

~~All new and renewal applications must be made on the appropriate form, and must be submitted to the Facility Rentals Department for Rental License arrangements as per regulation. The Facility Rentals Department will secure the necessary approvals of the Principal/Building Manager for each Facility/Grounds license request.~~

~~The Facility/Grounds Rental License is not valid until approved by the appropriate signing authorities of the board and the user group and the appropriate payment has been received.~~

~~The Facility Rental Department may revoke approval of a Facility/Grounds Rental Contract where the user is unable to satisfy concerns expressed by the Principal/Building Manager. Claims of unreasonably revoked approval shall be adjudicated by the Secretary-Treasurer.~~

6. USER FEES

~~User fees are comprised of five parts: (a) facility and/or grounds rental charges; (b) custodial charges; and (c) security charges; (d) carbon surcharge/taxes and (e) other fees.~~

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- ~~—— User groups will be assessed rental charges as per regulation. Rental charges are set periodically after regular review by the district to reflect community standards in other Lower Mainland public organizations and school districts. The charges are designed to help offset costs of heat, light and water, regular maintenance, administration, and depreciation through use as well as compensating the site for facilitating the access. The portion of the rental charge that is directed to the site for facilitating the access is as per regulation.~~
- ~~—— Rental rates and charges for custodial and security will vary according to the type of group, its activity, and the facility or grounds used. Rental charges and charges for custodial and security shall be agreed to in writing by the renter(s) before authorization or access is permitted. Where payment is required, it shall be in advance and may include a security deposit.~~
- ~~—— Failure by user groups to submit appropriate payment may result in the immediate cancellation of facility and/or grounds usage privileges.~~

7. WAIVER OF RENTAL FEES

~~Where a rental group has donated in cash, or in kind, to the school district or a school, or a program, fifty percent (50%) of said donation may be applied as a credit to a rental contract. Note that the rental credit does not apply to that portion of a donation for which an official donation receipt for tax purposes was issued by the school district.~~

~~Rental fees may be waived where there is a pre-existing agreement with the school district, the guidelines for which can be found in Regulation #10400.1- Community Use of Facilities & Grounds Outside of School Hours.~~

~~A request for the waiving of rental fees must be submitted in writing to the Facility Rentals Department for consideration.~~

8. CONSUMPTION OF ALCOHOLIC BEVERAGES

- ~~—— External user groups may request to serve alcohol at an event where an approved License for Use has been obtained from the Facility Rentals Department. Requests to serve alcohol must be approved by the secretary.~~

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~~treasurer or designate, in writing, before the rental date. Alcohol may not be served by district, school, PAC or other internal school district user groups.~~

~~In addition to approval from the secretary-treasurer, the Liquor Control and Licensing Act requires users to obtain a Special Occasion License from the RCMP.~~

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2014-01-17

2012-06-21

2007-06-28

2005-06-30

2004-05-13

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1995-05-25

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Policy [#6802](#)
Policy [#10410](#)
Policy [#10415](#)