



Section Six: School District Facilities

650R – PUBLIC USE OF SCHOOL FACILITIES (REGULATIONS)

1. User Groups

The following identifies the different user groups for the purpose of the Schedule of Rental Fees (Appendix 650A).

- **Group A - Community and Educational Partners**
 - At the discretion of District staff with a focus on not-for-profit organizations whose mandate is to offer low cost programs to youth and families, run largely by volunteers and/or are educational partners with the District.
 - Examples of Community Partners include, but is not limited to: Girl Guides of Canada, People in Motion, RCMP, Special Olympics BC and YMCA.
 - Examples of Educational Partners include, but is not limited to: BC Principals' and Vice-Principals' Association, Central Okanagan Teachers' Association, Canadian Union of Public Employees – Local 3523, UBCO Junior Heat and Volleyball BC.
- **Group B - Youth and Adult Athletics**
 - Private athletic clubs.
- **Group C – Commercial**

2. Rental Facilities

For rental purposes, facilities will be grouped in the following categories:

- gymnasiums - includes auditoriums and theatres;
- classrooms, cafeterias, libraries and school multi-purpose rooms;
- Hollywood Road Education Services conference/meeting rooms;
- playing fields - includes any or all parts of the school grounds.

3. Rental Conditions

- 3.1 All agreements must be signed and paid for before the start of the rental agreement. All rentals must be administered through the online rental platform which includes a contract outlining the terms and conditions of the rental as well as the requirement that the appropriate insurance be provided.



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- 3.2 Longer term agreements must pay monthly in advance.
- 3.3 All groups, with the exception of Youth Activities, preschool and after-school care, must start after 4:00 p.m.
- 3.4 The school district calendar runs July - June; therefore all agreements must end by June 30 and be renewed for the next calendar year.

4. Facility Charges

Current charges are outlined in Schedule of Rental Fees (Appendix 650A).

4.1 Administration Fee

An administration fee for each rental agreement (per school) will be charged to all users. A rental agreement that involves more than one school site will be considered a separate agreement for each location.

4.2 Cancellation Fee

A cancellation fee (with more than 72 hours' notice) per rental agreement (per school, per time slot) will be charged to all users who cancel agreements after they are initiated. A rental that involves more than one location requires a separate rental agreement for each location. Rental fees will not be refunded should the cancellation be less than 72 hours' notice.

4.3 Rental Refund

Should the school district cancel a rental period, the renter will be refunded the rental fee for that period and any related custodial charges.

4.4 Weekend and After Hours Surcharge

There will be a surcharge for the opening of a facility on a Saturday, Sunday or holiday.

4.5 Preschool Operation

There will be a monthly charge, per classroom, for preschools operating during school hours.

4.6 After-School Care

There will be a monthly charge, per classroom, for after-school care operating between the hours of 2:30 p.m. and 6:00 p.m.

4.7 Waiver of Fees

Providing that there are no custodial or security cost requirements, rental



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charges and administration fees are waived for school extra-curricular activities, meetings of Central Okanagan Parent Advisory Council (COPAC), Central Okanagan Teachers' Association (COTA), Canadian Union of Public Employees – Local 3523 (CUPE), Central Okanagan Principals' and Vice-Principals' Association (COPVPA), District Student Council (DSC), Parent Advisory Council (PAC), school fund-raising events, PAC fund-raising events, staff activities and school-based groups.

4.8 Lining of Fields

When an outside agency requires a school field be lined, the full fee, as set from time to time by the Board of Education, will apply.

5. Custodial Rates

In the event that custodial security is required, the rates as set out in Schedule of Rental Fees (Appendix 650A) will apply.

- 5.1 After normal custodial hours from Monday - Friday and during the months of July and August, there will be a charge per hour (minimum four-hour call-out in July and August).
- 5.2 On Saturdays and Sundays there will be a charge per hour for a custodian (minimum four-hour call-out).

6. Equipment Use

- 6.1 Use of equipment within the school facilities will be at the discretion of the principal of the school.

7. Special Regulations

- 7.1 The Board reserves the right, on application, to waive or adjust the rental fees.
- 7.2 The Superintendent of Schools/CEO, in consultation with the principal concerned, may vary or waive the prescribed rental fee when they wish to foster good school/community relations.

8. Supervision and Clean-up Charges

- 8.1 A school district employee must be on site at all times during the rental period for all after-school uses of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity.



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- 8.2 No direct payment to school district personnel is to be made by the organization for the use of the facilities.

9. Alcohol, Cannabis, Smoking and Vaping in School Buildings and on School Grounds

The consumption of alcohol is not permitted within District facilities or on District property during school hours or at any time in the presence of students.

- 9.1 The consumption of cannabis, smoking or vaping will not be considered at any time on District property or in District facilities.
- 9.2 Although the consumption of alcohol is not permitted in District buildings or property during instructional hours, special permission may be requested to serve alcohol outside of school hours.
- 9.3 On special request, the Secretary-Treasurer/CFO may permit the serving of alcohol at an event provided such approval is obtained in advance and appropriate licensing is obtained by the sponsor of the event. The following terms and conditions must be in place:
- 9.3.1 A copy of the Special Event Permit and a copy of at least one "Serving It Right" Certificate must be submitted.
 - 9.3.2 A security deposit of \$1,000 may be required.
 - 9.3.3 The security deposit, minus costs to repair any damages, will be returned to the group after the rental.

10. Terms and Conditions

- 10.1 All rentals of school facilities shall be covered by the prescribed rental agreement and administered through the office of the Secretary-Treasurer/CFO.
- 10.2 Any damage to school district property will be repaired by the school district at the expense of the organization using the facilities.
- 10.3 No sprinklers and other irrigation equipment can be moved or tampered with.
- 10.4 School equipment shall not be removed without special agreement.
- 10.5 No school buildings shall be used for dances, unless they are school dances sponsored by the school or parent advisory council.



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- 10.6 No cannabis product use, smoking or vaping are permitted in any part of the school buildings or anywhere on school property (Policy 640 – District Smoke, Vapor and Cannabis Free Environment).
- 10.7 The principal of the school concerned shall be consulted before any rentals are finalized.
- 10.8 Any organization or commercial enterprise wishing to use a school, or intending to put on a show in conjunction with a school, will be referred to the Secretary-Treasurer/CFO or designate before commitments of any nature are made.
- 10.9 Any film production company requesting access to our facilities for filming purposes must contact the Central Okanagan Public Schools Rental Department (at least 30 days prior to filming), and provide a copy of the script and specific filming requirements. Prior to approval, the Secretary-Treasurer/CFO or designate will review the script to ensure that the contents are respectful of the values of Central Okanagan Public Schools. The Secretary-Treasurer/CFO or designate will also determine if the District is able to accommodate filming requirements. Upon receiving approval for filming, the production company must meet with the site-based principal/supervisor to ensure filming will not interfere with student learning or staff responsibilities. Prior written approval must be obtained and submitted to the principal for any students or staff involved in the production of the movies.

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