



AP F4 District and Community Use of Facilities

Legislative References:

Policy Reference: None

Collective Agreement References: None

Date: June 2, 2025

The District endeavors to facilitate community use of facilities and equipment where this does not compromise the delivery of educational programs to students.

This Administrative Practice fully recognizes all existing joint use agreements and covers areas where no agreement exists, or where conditions are not covered by an allocation committee or hall committee.

Processes:

1. Public Use of School Facilities:

- 1.1. Care and control of school facilities and equipment is delegated to school principals, who may make these available for use by the community, according to established procedures and joint-use agreements.
- 1.2. Oversight for use of district facilities is designated as follows:
 - 1.2.1. Pender and Galiano Activity Centres - detailed in Joint Use Agreements;
 - 1.2.2. Salt Spring Island Schools-detailed in Joint Use Agreement with CRD Parks & Recreation Commission.
 - 1.2.3. Mayne Island Activity Centre – Mayne Island School principal
 - 1.2.4. All other district schools – the school principal
- 1.3. Designated School Board employees, and Parks and Recreation Commission staff designated in section 1.2 above, are empowered to act as the Board's representatives to ensure that procedures outlined in Joint Use Agreements and this administrative practice are followed.
- 1.4. The person most responsible for any user group must be 19 years of age or older.
- 1.5. All applications for use of school facilities on Salt Spring Island must be made through the online application form at :
<https://sd64.ebasefm.com/rentals/welcome>. Inquiries can be directed to booking@sd64.org. Users interested in using facilities at Mayne, Pender, Galiano, and Saturna schools are required to contact the school directly to



complete the booking process.

1.6. In order to ensure full and efficient use of facilities, the District reserves the right to:

- 1.6.1. refuse or to cancel permits where, in its opinion, the attendance does not warrant use of such a facility;
- 1.6.2. to add, delete, or amend regulations at any time or to terminate any permit immediately for cause.
- 1.6.3. to cancel, suspend, or postpone any and all permits when such facilities are required for school sponsored activities. An effort will be made to provided a minimum of a seven (7) days' notice to the permit holder.
- 1.6.4. to suspend all bookings for school or community use of district facilities based on public health and safety considerations.
- 1.6.5. to cancel any permit without notice where,
 - a. the level of activity supervision is deemed by the District to be inadequate, or
 - b. the facility or playing field is unfit for use because it requires maintenance or repair or, in the case of playing fields, because of inclement weather.

1.7. The District reserves the right to require any group to transfer from one facility to another if the need arises.

1.8. Bookings will be made subject to the following priorities:

- 1.8.1. School/Board Activities, including community education programs endorsed by the District
- 1.8.2. Elections Canada/BC;
- 1.8.3. School or District PAC school-sponsored activities
- 1.8.4. Governmental Organizations / Public Health Authority
- 1.8.5. Youth only not-for-profit activities, with appropriate adult supervision;
- 1.8.6. Youth only for-profit activities, with appropriate adult supervision;
- 1.8.7. Other not-for-profit activities;
- 1.8.8. Commercial and private use.

1.9. The person or committee responsible for overseeing public use of school facilities will record and report all extra labour costs associated with use, to facilitate payment by the user group.

1.10. A district employee must be on duty at all times when school buildings are in use. The extent to which schools are used on non-instructional days, during



weekends and vacation periods shall be determined on a school by school basis. During non school hours a district employee or district approved user must be in attendance and responsible for the duration of the event.

- 1.10.1. Non-employees must complete a District Facilities Access - Approved User Form (appended to this administrative practice). Only approved users will be provided access to use district facilities.

1.11. All groups using school facilities:

- 1.11.1. shall plan for and provide a level of adult supervision appropriate to the activity and those involved.
- 1.11.2. are required to obey all regulations established by the Board and, in addition, school regulations as determined by the respective principal;
- 1.11.3. must limit use to the activity or activities for which permission is granted.

1.12. During any approved event, the permit holder or their pre-approved designate

- 1.12.1. will make themselves known to the on-site district employee;
- 1.12.2. will enforce all Board Policy and District Administrative Practices concerning the use of school facilities and playing fields;
- 1.12.3. will ensure users comply with provincial and local fire department by-laws and regulations;
- 1.12.4. is responsible for the admission, actions and behavior of all participants and/or spectators;
- 1.12.5. will ensure that
 - a. the specified days and times are adhered to, and
 - b. that any schedule changes are pre- approved with at least 48h notice;
 - c. parking is limited to specified parking lots and does not block fire lanes;
 - d. there is no inappropriate substance use/misuse while on district property, consistent with Administrative Practice AP F2 Intoxicating and Controlled Substances;
- 1.12.6. limit activities and participants to the areas assigned to the group;
- 1.12.7. provide access only to the areas covered by the permit;
- 1.12.8. ensure that there is no alteration of, or fastening of anything to, any building;
- 1.12.9. take any reasonable action that may be required for the preservation of District property;
- 1.12.10. report any damage noted by, or caused by groups, must be reported as soon as possible to the designated district employee and/or designated supervisor of the activity. If damage could cause injury to



others it should be reported immediately.

1.12.11. remain in attendance during the entire period indicated on the permit and/or until such time as all participants have vacated the premises;

1.12.12. ensure that buildings are vacated by 9:30p.m. unless special arrangements have been approved.

1.13. With respect to use involving performances before an audience:

1.13.1. stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used, consistent with 1.12.8 above;

1.13.2. no connection to electrical panels will be permitted without prior approval unless

a. the work will be done by a designated district employee;

b. equipment connected to the panel will be operated by qualified persons, who have been approved by a designated Board employee.

1.13.3. the use of electronically amplified instruments will be allowed, but may be subject of sound level limitations;

1.13.4. no advertising in connection with any production or functions is to be displayed on or affixed to any part of school grounds or premises without prior approval;

1.13.5. all persons using school facilities for social or non-educational events using paid professional musicians or stage performers shall hold the Board blameless in any action that may arise in the collection of copyright royalties through the *Copyright Act* of Canada.

1.14. Designated gymnasias may be used:

1.14.1. for indoor practice games of soccer, lacrosse, softball, baseball, football, or other activity when indoor balls and equipment are utilized;

1.14.2. provided that

a. activities will not result in damage to or marking of the facility; users change out of their street or "outside" shoes, into shoes with non-marking soles.

b. no food or drink is permitted in the gymnasiums , other then bottled water.

1.15. Temporary space for storage may be provided, with prior approval from the Principal of the facility, on the understanding that the District will not be responsible for any lost or stolen property stored on school district property.

1.16. As a condition of use, the user agrees:

1.16.1. that there is no warrant, express or implied, on the part of District as to



- the suitability or condition of the facilities;
- 1.16.2. to indemnify and save harmless, the School District (Board of Education) from all manner of actions, causes of action, suits, debts, demands, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of this permit and to provide, on request, evidence of financial responsibility (i.e. carrying of appropriate liability insurance) that in the event of cancellation or revocation by the District, they shall have no claim or right to damage, or expenses whatsoever arising out of said revocation or cancellation.
- 1.17. Users are expected to keep a record of those in attendance (sign in prior to commencement of the event). In case of an evacuation, the permit holder or their designate will present an attendance sheet to the district or emergency services personnel.
 - 1.17.1. It is the user's responsibility to ensure all attendees are familiar with the nearest exit and muster station.
- 1.18. External users are responsible to report to their insurer, any injury that occurs during the facility rental. Group Attendance and Injury Information Forms are available on the [District website](#), filed under AP F4 as "External User Emergency Procedures".

2. Furniture and Equipment:

- 2.1. The care and control of school equipment is delegated to the principal of the school concerned or, in the case of other equipment, district office staff.
- 2.2. Furniture and equipment may be rented. The request for such equipment shall be made at the time of booking and shall be indicated and approved on the booking permit.
 - 2.2.1. Furniture and Equipment may be rented to responsible, non-profit, public and community-based groups who are renting a district facility; subject to prompt return in good condition.
- 2.3. Furniture and Equipment is rented first and foremost, to support the approved programs of the District. Priorities for use of equipment are:
 - 2.3.1. delivery of educational programs to district students;
 - 2.3.2. community education programs;
 - 2.3.3. use by local non-profit community organizations.



- 2.4. For internal bookings - when requesting use of another's school's tables, arrangements should be made directly with the school.

3. Rate Schedule for Use of School Facilities:

- 3.1. As compensation for the use of a facility, a user shall pay the District
- 3.1.1. the sum of the current rental rate, plus
 - 3.1.2. excess custodial service or maintenance costs, if any, plus
 - 3.1.3. the cost to repair or replace any loss or damage to property owned by the District where such loss or damage occurs due to the occupancy of the Board's premises.
- 3.2. The Schedule of Rates, appended to this administrative practice, shall be reviewed for regional reasonability and the changes will be approved by the Secretary Treasurer, prior to September of each school year.
- 3.3. Charges as set out in the Schedule of Rates always apply. An additional charge will be made to all groups for security and custodial service on all non-instructional days, at the actual cost of providing this service. This cost would be based upon overtime rates as stipulated in the contract with the district support group.
- 3.4. Additional charges may be incurred for furniture or equipment rental, maintenance hours, and materials needed to fulfill special set up requests.
- 3.5. Custodial charges will be applied for internal booking use of facilities on non-instructional days.



Facilities Rentals: Schedule of Rates

Facility Rental Rates* - Per Hour (Percentage is rounded to the nearest \$5)					
Sites	A 25%	B 50%	C 50%	D 100%	E 100%
Elementary school gym	20	40	40	80	80
GISS gym half	20	40	40	80	80
GISS gym full	40	80	80	160	160
Library	10	20	20	40	40
Multi-Purpose	10	20	20	40	40
Teaching kitchen	10	20	20	40	40
Classroom / meeting room	5	15	15	25	25
Fields	15	25	25	50	50
Washroom (with field rental)	5	15	15	25	25
Organizational Categorization					
	Internal (no booking fees)	<ul style="list-style-type: none"> School based sports, clubs and activities Community education programs endorsed by the Board PAC and DPAC school sponsored events Maintenance Closures 			
A	Youth Only Not-For-Profit	Non- profit groups that provide activities to youth			
B	Other Not-For-Profit	Non- profit groups that provide activities to adults or both youth and adults			
C	Youth Only For-Profit	Organizations that provide youth activities for profit			
D	Government Organizations	Public Health Authority, Elections Canada/BC			
E	Commercial and Private Use	Groups that are for profit or commercial			

* Facility Rental Rates do NOT include extra costs such as security, custodial hours, or equipment rental.

Equipment Rental and Services Rates

Labour/Services:	\$41 per hour (on-duty, custodial, maintenance)		
Chairs:	\$0.50 per unit		
Tables:	\$5.00 per unit		
Projector:	\$25.00		
Microphone:	\$15.00		
GISS Gym set up:	Wall Divider: \$20.00	Protective Floor Cover: \$650.00	



District Facilities Access: Approved User Form

Location:

Activity:

Name:

Phone:

Email:

Address:

Start date:

End date:

☐ This individual has a Criminal Record Check on file.

This individual is aware of the following:

- Expectation of their role as outlined in Board Policies 140, 3100, 407 and 410
- Behavioral expectations outlined in applicable school codes of conduct
- Rules and safety procedures established by the school
- Standard Adult to Student Ratio is between 1:10 and 1:15 if applicable
- The key is to be returned to Administration the earliest of: access is no longer required or by the approved end date above
- The key and code are not to be shared with any other individuals
- Individual is aware that access through codes to buildings is tracked

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Administrator Name - Print

Administrator Signature

Date

Office Use:

Key Number:	Code Number:
Date Issues:	Date Returned:

Signature of Recipient

Authorized Signature