

AP 510

Public Use of Facilities

Background

The purpose of this procedure is to define the conditions for the use of school district facilities (with the exception of the Abbotsford Arts Centre Complex (see [AP 511 - Public Use of the Abbotsford Arts Centre](#)). The accompanying procedures contain provisions to ensure that public assets are appropriately cared for and safeguarded.

Procedures

1. Rental Conditions & Regulations
 - 1.1 A User/User Group is any individual/group using school district facilities.
 - 1.2 All user groups of district facilities will arrange their booking through the Facilities Office.
 - 1.3 A User in Charge is an individual who is 19 years or older and is representing the user group.
 - 1.4 The user in charge will arrange the rental, will be issued a rental agreement and will be responsible for ensuring terms and conditions, financial responsibility, insurance requirements, district policies, local regulations/bylaws and cancellation dates are observed.
 - 1.5 School Facilities are rented on an as is basis and all users use the building at their own risk.
 - 1.6 School equipment is not included in the rental.
 - 1.7 Smoking, consumption of alcohol and drugs and persons under the influence is not permitted on school district property.
2. Priority of Use
 - 2.1 School programs, district business
 - 2.2 PAC events and district initiated programs
 - 2.3 Non-profit Community Groups that are free to low cost, no profit is made and is run by volunteers
 - a. Youth
 - b. Adult
 - 2.4 Non-profits and Churches – Certificate of Non-profit Society status is required

Schools are not available for private functions (i.e. birthday parties, weddings, dinner/dance receptions) or for conducting “for profit” business or other commercial purposes. The district does not wish to place itself in competition with private organizations in the community that serve these purposes.

3. Availability

School	Available October to May	Types of Rooms
Secondary	M-F 6:00-10:00PM Weekends 8:00AM-10:00PM	Gyms, non-specialty classrooms, library, cafeteria (excluding kitchens), theatre.
Middle/Elementary	M-F 6:00-10:00PM Weekends 8:00AM-10:00PM	Gym, multipurpose room.

3.1 Parking lots.

3.2 Closed schools are not available for use.

3.3 School fields are booked by the Abbotsford Parks, Recreation and Culture Commission and user groups should contact them directly.

4. Exceptions

4.1 Rentals are automatically cancelled during statutory holidays, Halloween, Christmas Eve, New Years Eve, school breaks, and the October and February district wide Pro-D days.

4.2 Schools will be closed during winter weather conditions where snowfall and icy conditions may not be safe.

5. School Custodians

5.1 All bookings by user groups will not take place unless there is a school district custodian on site.

5.2 If a custodian is not regularly scheduled to be on duty for the time of the booking, the request will be subject to the availability of casual custodial staff to cover the rental and the cost of providing a casual custodian will be added to any rental fees.

6. Processing Times

6.1 Processing times vary with the time of year and volume of requests in the system.

6.2 Requests are processed in the order they are received at our office (with the exception of the annual renewal process – see 7. Scheduling).

6.3 The district does not accept requests that are less than 15 days before the first booking date.

6.4 Ongoing rentals may be arranged for the period from October to the first week of June, or parts thereof. Requests for this period must be submitted in summer for the upcoming school year and will not be finalized until after September 20.

7. Scheduling

- 7.1 By June 30 each year, principals will submit the internal bookings to reserve dates and times required for school use for the upcoming school year.

NOTE: Schools reserve the right to book facilities for unforeseen school functions and events during the school year. Principals will provide 3 weeks notice in advance to ensure adequate cancellation notice to user groups.

- 7.2 By July 15, groups wishing to renew their continuing rental from the previous school year will submit their renewal application for the upcoming school year.
- 7.3 School use and district business will take precedence over renewal requests. In this instance, groups bumped from the on-going rental from the previous year will be given priority when finding an alternate space.
- 7.4 New requests and groups wishing to renew their booking but did not make the July 15 cut-off will be processed in the order they are received based on priority of use guidelines in section 2.
- 7.5 Where elementary gym space is at a premium, the following scheduling guidelines apply:
- 7.5.1 Non-profit, community groups that provide programming for children and youth will be given priority between the hours of 6:00-9:00PM
- 7.5.2 Non-profit, community groups that are adult users will be allocated space between 8:00-10:00PM and will not be permitted more than one-time slot per week. The time slot will not be more than 2 hours long.

8. Rental Rates

- 8.1 Fee Structures and rental rates are outlined in AP 510-1 Rental Fee Structure and will be reviewed annually by the Board of Education.

9. Exemptions to Policies

- 9.1 Formal application must be made to the Secretary-Treasurer to secure exemption to any rental policies and procedures including waiving of rental fees.

Appendix [AP 510-1 Rental Fee Structure](#)

References [AP 409 – Use of District Assets](#)
[AP 511 – Public Use of the Abbotsford Arts Centre](#)
[AP 515 – Commercial Advertising and Solicitation of Funds](#)