

FACILITY USE AND FEES AND CHARGES

Section 1: DRAFT Priority of Use Category Definitions and Fees Schedule (Version 9)

It is recognized that facility allocation demands often exceed the availability of space. New Westminister-based user groups will receive priority over non-New Westminister-based groups. The District reserves the right to allocate all other school and Neighbourhood Learning Centre space based on availability, and the following schedule. Priority of Use times and discounted rates do not apply to District Neighbourhood Learning Centres.

Category	User Group	Category Definition	
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Category	User Group	Category Definition	Priority of Use	Charge	Other
D. Commercial	Individuals / Groups of a	Co96 606..96 604.44 74.76 11.8 /MCID 8 >>37 10(o)0.5 (r)-4.6 (y)]TJ 0 Tc3 8 >I16 re f* BT 0 scn 0.006 Tc5 4w 0			

Section 2: Facility Use Conditions

The District endeavours to make its facilities accessible for the broadest range of uses possible. As such, conditions may be imposed upon reoccurring bookings, on a case-by-case basis, to ensure appropriate facility scheduling flexibility to address the needs of the District and the community. In the case of Category B Community-based Programs for Children, Youth and Adults that meet on a regular, reoccurring basis, facility space will be booked by facility rentals staff at pre-determined times of the year.

Bookings from year-to-year will not always be guaranteed or carried forward. In addition, the District may

2.2.3 For Neighbourhood Learning Centre space, the following selection criteria needs to be met;
i.e. uses that:

2.2.3.1 Prioritize the safety of students and the security of facilities;

2.2.3.2 Meet identified communi(1)]TJ 0 Tc .34 [(M)15.8/.

2.4.11 Gymnasium use:

2.4.11.1 Dribbling, passing and throw-ins of soccer balls allowed. No hard shooting against the gym walls is permitted;

2.4.11.2 No throwing or batting of outdoor softballs and baseballs will be permitted. Only balls for indoor use (i.e. Wiffle balls, Softees, Lite Flight balls, and sponge-type balls, etc.) will be permitted;

2.4.11.3

f2.4.11.2



2.7 Filming in District Facilities

2.7.1 All production inquiries will be directed to the [District Facility Rentals Department](#). Through the usage of the facility booking online system, production companies and the City of New Westminster Filming Coordinator will be able to determine what sites are available for filming.

2.7.2 Production companies are required to name “Board of Education for School District No. 40 (New Westminster)” on their insurance policy with minimum liability coverage of \$5,000,000 (five million) per occurrence.

2.7.3 The following Film Industry Fee Schedule shall apply:

Facility Use Fee	\$2,000 to \$5,000 per day based on site requirements
Facility Use Prep Fee	½ daily rate
Facility Use Clean Up (Rap) Fee	½ daily rate
Parking Lot Rental	\$500.00/24 hours
Set Supervision by District Staff	2.5 x Collective Agreement Rate for the duration of the filming Note: some shoots can run 24 hours/day
Garbage Disposal Fee	Going rate/bin
Damage Deposit	\$5,000 per occurrence
Damage Deductions	Cost of Materials, 2x Cost of Labour (at Collective Agreement rate) & Administration and Taxes
School Appreciation Fee	Note: \$500/occurrence Paid directly to the school as a thank you for school use
District Administration Fee	15%

2.8 Communication Protocol

2.8.1 Each fall, if requested, long term facility user groups will be provided with an opportunity to meet with school-based administrators to provide an overview of their use of facilities in District schools.

2.8.2 In the event facility use issues arise that cannot be resolved by the facility user group and the Director of Facilities and Operations, the matter will be brought to the Superintendent for resolution.

2.9 Facility Use Bookings, Changes and Cancellations

2.9.1 Evening booking requests by Internal Users (i.e. Schools, PACs, District Community Schools, Community Education, etc.) for events, activities, and courses will need to be submitted to the [Facility Rentals Department](#) by May 1 of each calendar year. Internal facility booking requests after this date will not be guaranteed.

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

2.9.2 Facility Use Agreement/Permit changes/cancellations will only be accepted from the individual(s) who signed the original agreement. Facility users must provide the District Facility Rentals Department a minimum of 120 hours' notice of cancellation.

2.9.3 The District may cancel bookings, at any time, based on violations of the Facility Use Agreement/Permit, non-payment of fees, unexpected facility closures, changes in service delivery or unforeseen circumstances. Advance notice will be given whenever possible.

2.10 District Facility Signage Program

2.10.1 Eligibility Criteria

Only Non-Profit Child and Youth Development groups that are New Westminster-based.

2.10.2 Coordination

Administered by the Facilities Rentals Department at no charge to User-Groups.

2.10.3 Guidelines

2.10.3.1 Signs to be posted only for the purposes of promotion: annual/seasonal registration periods, community non-for-profit events and activities.

2.10.3.2 The District reserves the right to limit the number of signs that will be posted at any given time.

2.10.3.3 Signage can be posted for a maximum of 30 days.

2.10.3.4 Signage has to be affixed to designated school fences only.

2.10.3.5 Signs must not block or impede any other school signage.

2.10.3.6 Signs are to be no larger than 4 ft. x 4 ft. and need the approval of the Director of Facilities and Operations prior to being posted.

2.10.3.7 User groups are responsible for posting signs in a structurally sound manner that will resist weather conditions and/or vandalism.

2.10.3.8 User groups are responsible for putting the signs in place and taking them down at the end of the 30 days. Failure to remove signs will jeopardize future signage privileges.

2.10.3.9 Signage must immediately be cleaned or removed by the user group if they become damaged or vandalized.

Section 3: Facility Use Procedures

- 3.1. All facility booking requests, both internal and by outside user groups, will be processed through the District Active Network facility booking website at:
 - 3.1.1 The only exception will be Category B Community-based children, youth and adult recreational user groups that meet on a regular, reoccurring basis. In these cases, facility rentals staff will accept requests for facility space at pre-determined times of the year and enter the booked space into the system.
- 3.2. Staff will make every effort to accommodate the booking request, within the parameters of Administrative Procedure 550 - District Facility Use and Fees and Charges.
- 3.3. A successful booking must include the following steps:
 - 3.3.1 [ActiveNet registration](#) by the user group. An authorized individual for user group will be required to register their organization, and all individuals who are authorized to complete facility bookings on behalf of the organization, into the ActiveNet system. Full contact information for both authorized individuals and the organization will be required. During the

