

## RENTAL RATES

The minimum charge is for a two-hour session for casual users.

### 1. Group A

#### 1.1. Organizations

School programs (except as noted) - curricular, co-curricular, and extra-curricular; parents' advisory committee meetings; School District-sponsored workshops, meetings, and in-service; youth groups such as Scouts, Guides, Cubs, Brownies, Cadets, 4-H Clubs, Boys and Girls Clubs; recreation and community schools; community association programs and activities for youth; and other activities for which the School District specifically waives a rental fee (Learning Disabilities Association of B.C. and Youth Unlimited).

#### 1.2. Rental Rates

No charge except for additional janitorial costs (see section 6 - *Additional Charges*).

#### 1.3. School-Sponsored Sports Camps - Where fees apply, an additional charge of \$27.50 per use to cover heating, ventilation, lighting, and carbon offsets

1.3.1. Sports camps, or other extra-curricular activities where a fee is charged, sponsored by schools, fall under Group A organizations in accordance with Administrative Procedure 550 - Use of School Facilities, provided that the Principal provides full details of the financial arrangements and charges, that no honorarium for the coaches/sponsors is paid and that at least 10% of revenues are deposited to the school trust account. Where honorariums are paid to coaches/sponsors or other criteria are not met, the facility rates for Group B apply.

### 2. Group B

#### 2.1. Organizations

2.1.1. North Island College; other community or recreation groups for adults; church groups; Comox District Teachers' Association meetings; CUPE Local 439 meetings.

#### 2.2. Rental Rates - Payable in advance (not including GST)

Standard Classroom	\$10.00 per hour
Elementary school gymnasium	\$20.00 per hour

Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail	\$40.00 per hour
Half large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior	\$30.00 per hour
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only: Multi-purpose Room and Stage For use of Kitchen with Multi-purpose room— Additional	\$20.00 per hour \$35.00 per hour \$10.00 per hour
Multi-purpose Room: Aspen Park, Queneesh, Lake Trail and Cape Lazo	\$15.00 per hour

For youth activities under community sponsorship for school age children (5 years to 18 years of age):

Elementary Schools: School days from 5:00 pm (unless prior permission for earlier entry granted by Principal) to 8:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge
Junior and Secondary School: School days from 5:00 pm (unless prior permission for earlier entry granted by Principal) to 7:00 pm To cover any gym for heating, lighting and carbon offsets To cover any classroom for heating, lighting and carbon offsets	No Charge

### 2.3. Equipment

Not available unless specific arrangements made. Charge where use granted: 0.5% of the actual cost of the equipment per hour, rounded to the next even dollar; minimum charge of 3 hours.

### 2.4. Janitorial

Costs extra where applicable (see section 6).

### 2.5. Additional Charges

See section 6.

### 3. Group C

#### 3.1. Organizations

Commercial and private (includes where renter charges admission or instruction fee for profit).

#### 3.2. Rental Rates - Payable in advance

Standard Classroom	\$20.00 per hour 2010/11 \$25.00 per hour 2011/12
Elementary School Gymnasium	\$35.00 per hour 2010/11 \$40.00 per hour 2011/12
Large junior or secondary school gymnasium: G.P. Vanier, Highland, Mark R. Isfeld, Cumberland Junior and Lake Trail	\$80.00 per hour 2010/11 \$100.00 per hour
Multi-purpose Room—Mark R. Isfeld and Highland Multi-purpose Room only Multi-purpose Room and Stage For use of Kitchen with multi-purpose room— Additional	\$30.00 per hour \$80.00 per hour \$20.00 per hour

#### 3.3. Equipment

Not available unless specific arrangements made. Charges will be a flat rate dependant on equipment used and determined by the school Principal and the Manager of Custodial services.

#### 3.4. Janitorial

Costs extra.

#### 3.5. Additional Charges

See section 6.

### 4. Group D

#### 4.1. Organization

Courtenay Youth Music Centre

#### 4.2. Rental Rates

All charges incurred as a result of the operation of the summer camp program. Estimated costs are payable in advance.

### 5. Group E

#### 5.1. Organization

Department of National Defence - HMCS Quadra

## 5.2. Rental Rates

As per agreement between the School District and the Department of National Defence, DND will pay a proportionate share of all operating costs.

## 6. Additional Charges

### 6.1. G.P. Vanier

6.1.1. Cafeteria Kitchen                      \$100.00 per use, plus \$25.00 per hour; by special arrangement only.  
\$22.74 for heat/light/ventilation/carbon offsets

6.1.2. Chairs                                      \$1.00 per chair, each way, per trip.

6.1.3. Choral and Band Risers              \$15.00 per section per day. Delivery at cost plus 10%.

6.1.4. Janitorial                                Janitorial costs will not normally apply, except when janitors are required to perform additional duties or hours of work are beyond those regularly scheduled. Where a janitor is not on duty, the Secretary-Treasurer or the Principal may require the special presence of a janitor, in which case charges will be as per the current Collective Agreement with CUPE Local 439 and reflect wages, benefits and administration charges.

6.1.5. Comox Valley Track and All Weather Field      Arrangements for use must be made through the Comox Valley Sports Centre.

## 7. Out of School Daycare Programs

7.1. Licensed non-profit daycare societies and operators of School District approved out-of-school care programs who have provided proof of appropriate licensing and insurance will be charged accordingly:

7.1.1. Before and After School daycare, \$240.00/month rent and \$80.00/month utilities;

7.1.2. Full-day daycare, \$480.00/month rent and \$160.00/month utilities.

7.2. Approval will be reviewed annually. Use of portable or dedicated space within a facility is to generate cost recovery charges for utilities, wear and tear and janitorial.

## 8. Non-Educational Dances/Functions Involving Alcohol

8.1. Facilities are available for rent for functions such as receptions and reunions at which liquor may be served/sold with the appropriate permit. Charges for Group C shall apply. Additional supervision (custodial) shall be required as determined by the custodial supervisor. Proof of insurance must be produced prior to gaining entry to the school. The nature of the activity must be reviewed and approved by the Secretary-Treasurer to ensure it is appropriate to School District procedures.

## 9. Surplus School Facilities

- 9.1. This pertains to the rental of surplus space such as portable classrooms or vacant rooms within a School District-owned building. Such rentals provide exclusive use of the space concerned on either a month-to-month or fixed term basis.
- 9.2. Rental of surplus space shall be in accordance with the following criteria:
  - 9.2.1. Rentals will only be made to organizations/individuals whose activities are considered to be compatible with the school activities.
  - 9.2.2. Leasehold improvements must have Director of Operations approval and must be made at no cost to the School District.
  - 9.2.3. The School District will be responsible for routine maintenance of the facility.
  - 9.2.4. Caretaking services may be provided by the School District at an additional charge to the renter.
  - 9.2.5. All rental agreements will be in accordance with current Ministry of Education policies and guidelines.
- 9.3. Rental rates will be determined based upon space and need through consultation with the Director of Operations and the Secretary Treasurer.
- 9.4. The leasing of individual buildings complete with site will be subject to special negotiations and agreement.

Reference: Sections 22, 23, 65, 85 School Act  
Liquor Control and Licensing Act  
Disposal of Land or Improvements Order M193/08  
School Opening and Closure Order M194/08

Adopted: March 22, 2011  
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