

Section:	Operations
Title:	Community and After School Use of Schools

Purpose

To outline procedures to support the Joint Use Agreement between the City of Mission and School District No. 75 (Mission), for community use of school district facilities.

Facilities Available

As per the Joint Use Agreement, all school gymnasiums and classrooms, sports fields, and tennis courts, including those of the rural schools of Deroche and Dewdney Elementary, are available for community use when the facilities are not required for school use.

The rental of the Clarke Theatre is managed by the City of Mission. [Contact the City of Mission here.](#)

Rental of University of the Fraser Valley (UFV) Facilities including the use of the UFV parking lot will be coordinated by UFV. [Contact UFV here.](#)

General Guidelines

1. The use of school facilities for activities other than official school district curricular or extra-curricular activities must be arranged through a Community Use of School Facilities User Agreement.
2. Application for use of school facilities must be submitted to the City of Mission Parks and Recreation Department at least (2) weeks prior to any reservation being accepted.
3. Changes to the conditions of the original signed user agreement must be made through the City of Mission Parks and Recreation Department.
4. Any request not explicitly covered by the agreement or procedure, must be approved by the Secretary-Treasurer (or designate).
5. Specialty rooms may be used for extra-curricular purposes with prior approval of the Principal and Secretary-Treasurer (or designate).
6. A school district custodian must be on duty for all after-school and weekend use of a school facility, except when an event is supervised by the staff of the Clarke Theatre, or when otherwise approved by the Secretary-Treasurer (or designate).

User Categories

7. Category 1: Charges Waived
 - a. In-school programs / extracurriculars for students in the school district (No Fees Charged).
 - b. Regular PAC & DPAC meetings and events involving functions for the children of that school only.
 - c. District of Mission registered programs (Program Supervisor employed by District of Mission).
 - d. School or PAC & DPAC organized fundraisers (Volunteer only) during the regular school year.
 - e. CUPE Local 593 or MTU meetings.

8. Category 2: Subsidized Rate
 - a. Chartered Youth Groups / Activities (Boy Scouts of Canada, Girl Guides of Canada, etc).
 - b. Sports teams and cultural groups which serve users of school age (Mission Minor Soccer, Baseball, Hockey, etc).
 - c. Church Youth Groups if programs open to the public.
 - d. Student, summer extra-curricular activities charged admission / registration fees.
9. Category 3: Regular Rate
 - a. General public – adult activities (Non-profit making social, community, religious, recreational).
10. Category 4: Commercial Rate
 - a. Private, Commercial, Profit-making Activities.

User Priorities

11. Priority will be given to rental requests in accordance with the following:
 - a. Ongoing school activities exclusively for students at that school or inter-school (i.e. curricular and extra-curricular).
 - b. City of Mission programs and activities.
 - c. Chartered Youth Activities/Organizations (i.e. Boy Scouts of Canada, Girl Guides of Canada).
 - d. All other activities.
12. Special events will preempt ongoing rentals:
 - a. Schools unanticipated extraordinary events – 7 days' notice
 - b. Parent Advisory Councils – 30 days' notice
 - c. Unions/Associations – 30 days' notice
 - d. Regular Community Events – 30 days' notice
13. Every effort will be made to schedule child-related activities between the hours of 5:00 and 8:00 pm and adult activities after 8:00 pm.

User Agreements

14. All community user groups must enter into a User Agreement with the City.
15. User Agreements must include the following:
 - a. Organization name, name of responsible person, name of facility, date, and times of use.
 - b. Cost for facility per use.
 - c. Indemnification of the School District and the City of Mission.
 - d. Liability insurance coverage of \$3,000,000 per occurrence, naming School District #75 and the City of Mission as additional named insured.
 - e. A process for the restitution and repairs of damage to facilities or equipment.
 - f. Notice of no liquor, tobacco, or illegal drugs on school property.
 - g. Cancellation refunds – only if 7 days notice provided before the event.
16. Notice of requirement to comply with all directives from School District staff.
17. It is the responsibility of the user to make restitution for the repair of damage to a facility and its equipment or property missing from the facility due to the scheduled program. When feasible, the school district will inspect the facility before use to determine the condition of the facility and the equipment prior to use.

Payment and Fee Schedule

18. Rental rates for school facilities will be in accordance with Schedule A.
19. All rental fees must be paid to the City of Mission Parks and Recreation Department.

20. Full payment is due 90 days before the use, or at the time of booking if the use is in less than 90 days.
21. Refunds will be issued only if seven (7) days' notice of cancellation is provided.
22. Charges for custodial coverage outside regular custodial hours are as follows:
 - a. Weekdays – Time and a half for the first two hours and double time thereafter.
 - b. Weekends – A minimum of four (4) hours at double time.
 - c. Note: two additional hours may apply for cleaning after a special event.

Facility Availability

23. School facilities will be available for use by the community when school-based programs are not using the facilities:
 - a. on instructional days,
 - i. Elementary Schools - between the hours of 5 pm and 9 pm, offsite by 9:15.
 - ii. Hatzic Middle and Mission Senior Secondary – between the hours of 5 pm and 10 pm, offsite by 10:15 pm
 - iii. Heritage Park Centre – Mon to Sat 8 am to 11 pm, Sunday 8 am to 3:30 pm
 - b. on non-instructional days between the hours of 8 am and 3 pm – all schools.
 - c. from mid-September to June of each year.
24. Schools may not be available for the month of December due to school programming.
25. Schools may not be available during regular school breaks (winter/spring break), depending on the maintenance requirements of the school.
26. There is limited use of facilities in July and August, subject to availability. Summer maintenance takes precedence over community use.
 - a. Facilities assigned for summer use will be determined by the Facilities Office.
 - b. Summer bookings require 30 days' notice to arrange staff coverage.
 - c. No rental fees are charged for school district extra-curricular activities in the summer months if no activity fees are levied to participants, or profit is being made.
27. A user group booking may be cancelled if the school provides seven (7) days' notice of a school activity. The Secretary-Treasurer (or designate) may waive the seven (7) days' notice.
28. Continued bookings are for the current school year only and must be reapplied for in writing by May 30th for the following school year.

Access

29. Entrance to the facility will be through doors as directed by school staff.
30. User groups will NOT be given access to the facility until the time shown on the contract. Fifteen minutes leeway for dismissal will be allowed.

Supervision of Activity

31. The user group must assume responsibility for the supervision of the activity and adequate adult supervision must be provided for all youth activities.
32. Activities may not start until the individual appointed by the user group to supervise, or their adult designate, arrives. It is the responsibility of user groups to communicate this with their participants.
33. The school district reserves the right to evaluate the supervision of any activity.
34. An individual appointed by the user group to supervise will:
 - a. make themselves known to the custodian in charge on duty in the building.
 - b. enforce all school district regulations.
 - c. supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.

- d. limit activities to the area assigned to the group and restrict participants and non-participants from entering the building.
- e. limit activities to the area assigned to the group and restrict participants and non-participants to these areas.

Misconduct

35. Reports of damage, littering from the user group or misconduct by the user group could result in the following:
 - a. cancellation of the contract.
 - b. charges to the user group for repairs and / or replacing lost or stolen equipment.
 - c. forfeit of future rental privileges.

Equipment

36. Nerf balls only will be used for soccer, baseball, and softball practices.
37. Equipment available for use by user groups:
 - a. Badminton and volleyball nets in gymnasiums (no charge).
 - b. Chairs (see Schedule A).
 - c. Tables (see Schedule A).

Prohibitions

38. Private property must not be left or stored in a school without permission of the school principal.
39. Stage or property fixtures, which require nailing to the floor, bracing to the wall, or pinning to stage curtains, are not to be used.
40. Bats, lacrosse sticks and hockey sticks must not be used in gymnasiums.
41. Street shoes or other footwear which would damage or mark the floors of the gymnasiums or other areas are not to be worn.
42. Food and drink are not permitted in school gymnasiums.
43. Smoking is not permitted in school district buildings or on school district grounds.
44. Alcohol is not permitted in school district buildings or on school district grounds, except as approved by Board Policy for Clarke Theatre or Cafetorium events.
45. Glitter, Confetti, and similar products which necessitate additional cleaning are not permitted unless written approval is provided, and an additional cleaning fee is paid in advance.
46. Organic Materials such as Hay, Straw other similar products are not permitted unless sealed and fireproofed, written approval is provided, and an additional cleaning fee is paid in advance.
47. School telephones may not be used by user groups.
48. Gymnasiums will not be rented for public dances.

Special Provisions

License of Occupation – Classroom Rentals

49. When classroom space is available, the school district will consider the occupation of spaces for the use of Childcare providers and other business operations. For more information contact the Secretary Treasurer's office.

Commercial or Private Usage of Facilities and Equipment

50. School facilities are generally not available for commercial or private use. Anyone wishing to use a school for a commercial or private venture will be referred to the Secretary-Treasurer for consideration. The district will not consider these uses when alternate commercial facilities are available.

Dewdney Elementary School – Special Community Use of School Provision

51. For events that are deemed to be ones that would have been sponsored by the community association, eligible for free use in the old community hall, and open to the community at large, the following conditions will apply:
 - a. The school principal in consultation with the Director of Facilities will determine what events qualify for these special provisions.
 - b. The rental applications can be made and processed at Dewdney School.
 - c. All community events will be treated as category 1 users, with no charges applying if a custodian or other school staff member approved by the principal is on duty.
 - d. Charges would apply only to recover any direct costs faced by the school district because of a community-use activity.

Schedule A - Fee Schedule

1. Documentation Fee

Applicable to Category 2, 3 and 4 user groups - \$30 per booking plus tax

2. Fee Structure, plus tax

FACILITY	Category 2 - Subsidized Per Hour ³	Category 3 - Regular Rate Per Hour ³	Category 4 - Commercial / Private Rate Per Hour
Cafeteria/Cafetorium – D110 ¹	\$50.00	\$150.00	\$300.00
Classrooms	\$10	\$30.00	\$60.00
Classrooms - Specialty	\$15.00	\$45.00	\$90.00
Foyer (HPMS) ²	\$20.00	\$60.00	\$120.00
Gym - Elementary	\$10.00	\$30.00	\$60.00
Gym – Secondary	\$25.00	\$75.00	\$150.00
Library (at discretion of Principal)	\$15.00	\$45.00	\$90.00

1. Rental of the cafeteria or gyms, when rented with the Clarke Theatre, will be at above posted rates to a maximum of \$450/day.
2. Rental of the Foyer when not included with theatre rental or when exclusive use is needed
3. Daily maximum rental charges for Category 2 and 3 users shall be equivalent to 8 hours

3. Equipment use charges

Cafeteria includes standard table and chair setup. The equipment charge is for extras or if tables are moved out of cafeteria.

Equipment	Unit Cost	
Chairs (each)	\$0.50	plus Labour
Tables (each)	\$5	plus Labour

4. Additional Labour Charges (when required):

Custodian

- i) Regular Rate: Regular School day / schedule (no overtime) \$ 60 per hour
- ii) Overtime Rate: Non-regular schedule up to two (2) hours after shift \$ 90 per hour
- iii) Overtime Rate: Non-regular schedule / weekend use \$120 per hour,
4-hour minimum

Electrical/ Maintenance Trades

- i) Regular Rate: Regular School day / schedule (no overtime) \$ 70 per hour
- ii) Overtime Rate: Non-regular schedule up to two (2) hours after shift \$ 105 per hour
- iii) Overtime Rate: Non-regular schedule / weekend use \$ 120 per hour,
4-hour minimum

5. Movie Filming – Fee Rates

Per Day; Employee Services per Hour

Filming – Interior	\$2,100 per day including parking
Filming – Interior prep and wrap	\$1,050 per day including parking
Filming – Exterior	\$1,050 per day including parking
Filming – Exterior prep and wrap	\$ 525 per day including parking
Parking (when filming is not taking place at the site)	\$ 425 per day
School Field Usage	\$ 450 per day
Service Fee per Open / Close	\$ 45 per event
Misc. Maintenance Fees (heat, power tie-in, etc.)	\$ 100 per day
Emptying of Dumpster	\$ 100 per event
Authorized District Personnel (on-site liaison, site tour, etc.)	\$ 75.00 per hour
Discounts are available for filming for the following:	More than 2 days, 10% More than 4 days, 15% More than 7 days, 20%

Note: Rates for filming in the Clarke Theatre are established by the City of Mission.

Date Originally Approved: May 2000

**Date Amended: July 2018 (formerly AP #600)
August 2024 (consolidated schedules into procedure)
November 2024**

**Cross Reference: Intoxicating, Banned, and Controlled Substance Policy
Heritage Park Centre – Community Alcohol Service Procedure
Alcohol Consumption at School District Activities Procedure**