

COMMUNITY USE OF SCHOOL FACILITIES: CATEGORIES AND RENTAL RATES

I. Use of Facilities

1. Classroom or Gymnasium – No Charge

- 1.1 School sponsored student activities;
- 1.2 School Community Council meetings and activities;
- 1.3 school board employee work-related meetings and functions;
- 1.4 parent association meetings and functions;
- 1.5 activities limited to children of school age and for the most part residents in the school community; and
- 1.6 established community partnerships and joint use agreements.

2. Classroom or Gymnasium – Caretaking Fee May be Charged

Caretaking fees may be charged to these groups for weekend and after school use if warranted (e.g. where use of the gym for an event necessitates incremental set-up, cleaning, or other caretaking services), or if a caretaker callback is required to open and/or close the building.

- 2.1 Approved groups sponsored by local community and recreation organizations;
- 2.2 benevolent organizations;
- 2.3 service clubs and other community groups sponsoring events at which no charge is made;
- 2.4 organizations, groups and clubs that are service-oriented in nature and are targeted at preschool to Grade 12 students; and
- 2.5 other meetings authorized by the principal and the School Community Council.

3. Classroom and Gymnasium – Rental and Caretaking Fee

- 3.1 Refers to organizations, groups and clubs that are service-oriented in nature but whose function is to raise funds for the respective non-profit organization;
- 3.2 private business including those with school-aged children (dance studios, karate schools, piano lessons, etc);
- 3.3 churches or other organizations that could otherwise rent or own their own facility; and
- 3.4 other adult organizations.

4. Auditorium – Rental and Caretaking Fee

- 4.1 Refers to organizations, groups and clubs that are service-oriented in nature, but whose function is to raise funds for the respective non-profit organization;
- 4.2 private business including those with school-aged children (dance studios, karate schools, piano lessons, etc);

- 4.3 commercial productions primarily at the YRHS Anne Portnuff Theatre; and
- 4.4 local conferences and productions including cultural and church-sponsored events.

5. Vocational Shops and Labs – Rental Fees and Consumption Costs

- 5.1 Post-Secondary and Alternate Education courses offered through Parkland College.

II. Equipment Fees

With the rental of the gymnasium, users will have access to basketball hoops, volleyball standards and nets, and badminton standards and nets. It is expected that consumable sporting equipment will not be provided by the school for all non-school activities, this includes volleyballs, basketballs, badminton rackets, floor hockey sticks, etc. If consumable sporting equipment is used, it will need to be requested in advance and arrangements made with the school. All consumable sporting equipment will be charged out at the approved rental rate for equipment and the proceeds will be credited back to the effected school for replenishment of equipment.

For all users of auditoriums where special lighting and sound equipment is required, there may be a rental charge for the use of equipment that will be credited back to the effected school for replenishment of the equipment. These fees may also include the cost of the lighting and sound technician required to operate such equipment.

III. Opening/Closing of Schools

For weekend and after school activities where additional hours are worked, employee caretakers are to submit a separate timesheet for additional hours worked showing the time worked to open, close and/or clean the facility; the timesheet is to be approved by the administrator and forwarded to the division office, attention Facilities Manager.

Contract caretakers are to submit a separate invoice showing the time worked to open, close and/or clean the facility; the invoice is to be approved by the administrator and forwarded to the division office, attention Facilities Manager.

School staff are permitted, on a voluntary basis, to open and close their school for approved meetings or events. The staff member is responsible to ensure the entire facility is secure prior to arming the security system and locking the exterior door.

Facility Rental Rates and Charges

Gymnasiums and Classrooms	Gymnasium – YRHS and MCS	\$50/hour;\$300/day
	Gymnasium – all other facilities	\$25/hour;\$150/day
	Auditorium – other than YRHS Anne Portnuff Theatre	\$35/hour;\$200/day
	Classroom (includes Student Centre, Band room, Choir room, Drama room etc.)	\$25/day
	YRHS Teaching Theatre	\$40/day
	YRHS Edwin Patzer Student Centre / MCS Cafeteria (does not include kitchen)	\$50/day
	YRHS Kitchen	\$25/hr; \$150/day
YRHS Anne Portnuff Theatre	Local conferences and productions (Rehearsal time at 50% of basic charge)	\$200/day – under 6 hours per day \$300/day – over 6 hours per day
	Commercial Productions (Rehearsal time at 50% of basic charge)	\$700 per day
Other	Private lessons for piano, voice, guitar, etc.	\$2.50/hour
Vocational Shops and Labs	Automotive, Construction, Welding Labs	\$30/hour;\$825/month plus \$1.50/welder hour
	Science Labs	\$25/hour; \$600/month
	Cosmetology Lab	\$20/hour; \$550/month plus \$0.32/towel
	Computer Labs	\$40/hour; plus \$2/computer
Caretaking and Equipment Rates	Caretaking (minimum 3 hours when required)	\$25/hour
	APT Technician	Contractor rate
	Other Lighting/Sound Technicians	\$20/hour
	Lighting/Sound Equipment	\$75 per use
	Sporting Equipment Rental	\$50 per use