

## Facility Rentals – After School Programs

**Email:** [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) | **Phone:** 604-595-6084 | **Address:** 14033-92<sup>nd</sup> Avenue, Surrey, BC V3V 0B7  
| **Business Hours:** Monday to Friday 8am-4pm, excluding statutory holidays

After school programs that offer engaging activities such as arts, robotics, science, STEM, Lego, sports and more may rent space in Surrey School District facilities.

To qualify as an after-school programs, sessions must begin within 15 minutes of the instructional day ending. Programs that start at 3:00pm or later are considered afternoon/evening programs and do not qualify as an after-school program. Those programs must book space on the hour and by the hour and do not qualify for advertising or flyer distribution.

### Facility Rental Requirements

To host an after-school program, space must be booked through the Facility Rentals Department. The following requirements apply:

1. Submit your application online through our digital booking system
2. Apply at least 15 business days in advance. Time is needed for approvals, flyer review, and advertising.
  - a. Applications for a September start are not feasible due to tight timelines. October start dates are strongly recommended.
3. Include set up and take down time in your booking. Access will only be granted during your approved rental times
4. Requested classrooms are not guaranteed. Alternate spaces may be assigned based on availability
5. Not all schools can accommodate after school programs. Space is limited and approved based on availability.

### Access to Space/Equipment

- The applicant must provide all required equipment and material to run the program
- Access to school equipment (e.g., projectors, sports gear) is not permitted without prior written approval (*fees may apply*)
- District supplies and technologies (e.g., laptops, markers, paint, iPads) will not be provided

### Network/Internet Access

- Only the public guest Wi-Fi is available, **access is not guaranteed**
- Access is valid for 3 hours, after 3 hours guests may be required to sign in again.
- District staff/student log-in credentials will not be provided.

### Supervision & Conduct

Renters must follow the supervision and conduct requirements below

- Maintain accurate attendance; confirm absences with parents/guardians
- Ensure all children are picked up by an authorized adult—**school staff are not responsible for supervision**

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- Instructors must be on time. For emergencies, notify the Facility Rentals Department at **604-595-6084** (after-hours numbers on rental license)
- Students must not tamper with desks, supplies, or materials in classrooms
- Do not erase pre-existing board content; erase only what your program has written
- Leave the room exactly as found. Take a photo upon entry and exit to document condition
- **No storage** is allowed on-site without prior written approval (*fees may apply*)

### Advertising

Advertising is only permitted **after your rental is approved** and a license is issued.

#### Flyer Requirements

Flyers must include:

1. Organization name & contact details
2. Program description
3. Grades/ages
4. Dates, times, cost
5. Location name
6. District disclaimer (see below)
7. Flyer must be **one page** only
8. Submit your flyer for approval (PDF form) to [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) or upload to “files” on your permit

#### Disclaimer (required on all advertising):

*“SD36 receives a fee to facilitate the distribution of advertising materials from some community organizations and businesses. SD36 does not accept responsibility or liability for the contents of any advertising and does not endorse an advertiser’s services, goods or programs.”*

**No signage is permitted on school grounds.**

#### Advertising Methods

Paper or digital newsletter distribution available

| Rate Type  | Fee/Occurrence |
|------------|----------------|
| Non-Profit | \$150          |
| For Profit | \$200          |

### Flyer Distribution

Organizations approved to offer an after-school program at a specific school **may be eligible to distribute flyers** directly to the school for distribution to students/families. To qualify, the program must begin within 15 minutes of the end of the instructional day. **The flyer distribution fee is non-refundable** once the flyers have been issued by the school, either digitally or as hard copies.

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Steps for Flyer Distribution:

1. **Obtain Rental Approval** - Complete the application process and receive an approved rental license from Facility Rentals.
2. **Submit Your Flyer** - Send a PDF copy of your flyer to [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca), or upload it to the “Files” section of your permit. Clearly indicate whether you are requesting paper flyer distribution or digital inclusion in the school’s newsletter.
3. **Receive Flyer Approval** - Wait for confirmation from the Facility Rentals Department that your flyer has been reviewed and approved. Allow a minimum of 10 business days.
4. **Await Distribution Confirmation**
  - a. **For digital flyers:** Wait for confirmation that your flyer has been sent to the school.
  - b. **For paper flyers:** Do not proceed to the school until your Facility Rentals contact confirms approval for drop-off.
5. **Delivering Paper Flyers** - Flyers must be bundled in groups of 25 and secured with paper clips or dividers. Deliver only after receiving explicit permission to do so.

## Contact Us

For additional information or any questions please contact the Facility Rentals Department during regular business hours of Monday to Friday 8am-4pm, excluding statutory holidays

**Phone :** 604-595-6084

**Email:** [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca)

**Website:** [www.surreyschools.ca](http://www.surreyschools.ca)

**eBASE:** [surreyschools.ebasefm.com](http://surreyschools.ebasefm.com)

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