

## Facility Rentals – Renting Space & Rate Info

**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

If you are interested in renting space in a Surrey School District facility, [submit your application online](#). Ensure you request space with as much notice as possible and no less than 15 business days prior to the date of usage.

All details of your event must be included at the time of application. Late additions may result in delays in processing your application.

### When applying for space, consider the following:

- How many people will be on site including your staff, volunteers, players, and spectators
- Will food/beverage be served? If yes, a separate space such as a classroom will be required. Food/beverage beyond water is not permitted in gyms, theatres, or libraries
- If alcohol service will be present, contact [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) before submitting your application for additional information and requirements
- If you will not be on site, an event supervisor who is 19+ must be listed on the application as the contact. This person must have both a phone number and email address listed.
- If any equipment is needed, note not all sites have the same available equipment to rent and this varies from year to year. More information on equipment can be found [here](#)
- Classrooms have a capacity of 20, libraries have a capacity of 30, gymnasium capacities can be found [here](#), and theatre capacities can be found [here](#).

## Priority Access

Space is made available on the basis of the following priorities - **Any user may be bumped from a particular time, day, facility, or grounds based on the below noted priority**

- 1) Regular curricular and school-organized and sponsored extra-curricular activities
- 2) Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions
- 3) Historical user groups, which are defined as those that held a rental license of a facility or grounds in the year immediately preceding a current application for use. Except in the case of irrigated fields. All irrigated field requests will be considered together and new each year.
- 4) All other outside groups including non-profit, commercial, or private ventures
- 5) The above priorities apply except where a district approved agreement requires otherwise

## Amendment Fee

Amendment fees of \$35/change are applicable for any changes a user may request to the dates, times, locations, addition of any equipment, or for any cancellations after the date the application has been submitted.

Requests for changes are accepted in writing and by the License Holder only and must be submitted no less than 10 business days prior to the requested change.

## Facility Rentals – Renting Space & Rate Info

**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

An amendment fee will not be charged if the cancellation or change in the license is initiated or caused by the School District.

### Site Access

When planning your time in the school keep in mind that the hourly rates include time for set up and take down. It is expected that user groups do not enter the school earlier than 5 minutes before the start time and leave promptly at the end time – including vacating the parking lot.

- Applications must be submitted on the hour and by the hour i.e. 5pm-6pm not 5:30-6:30
- All spaces must be booked for the full duration of time requested
- Secondary schools are generally unavailable for regular weekly rentals (Monday to Friday)
- No interior bookings (except for licensed childcare) are permitted on October 31<sup>st</sup> annually

### Prohibited Activities and Items

Activities	Items
Funerals	Balloons
Hockey	Chalk used anywhere other than on chalkboards
Memorial Services and Vigils	Confetti
Nerf Activities	Glitter
Roller Derby	Paint
Weddings	Permanent markers
Weightlifting	Powder
	Rice
	Silly string
	Tape or other adhesives applied to ceilings, doors, floors, grounds, walls, and windows

### Equipment

Various equipment is rentable at schools including nets/poles/stanchions for badminton, volleyball, and soccer. A list of current availability can be found [here](#).

Equipment is rented in as-is condition. Available equipment and quality of equipment will vary from site to site. Use of equipment may be revoked at any time without compensation or substitute equipment being provided, included in cases where condition is the equipment has deteriorated beyond where it is safe or appropriate for use.

### Fields

Limited fields are available annually and on a rotating basis to preserve the condition of the grass. A list of available fields can be found [here](#).

Secondary school fields are not available for rental.

## Facility Rentals – Renting Space & Rate Info

**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

### Insurance

Full insurance requirements can be found on the terms and conditions. Insurance can be purchased through any insurance broker licensed in BC including [EventPolicy.ca](http://EventPolicy.ca).

Insurance policies must be provided within 10 business days of the district requesting such information from the License Holder and no less than 10 business days prior to the requested first date of use.

“The Board of Education of School District No. 36 (Surrey)” must be listed as an additional insured. If an address is required for the policy use 14033-92 Avenue, Surrey BC V3V 0B7.

### Payment

Payment in full unless otherwise specified by the Rentals Department, must be provided within 10 business days of the district requesting such information from the License Holder and no less than 10 business days prior to the requested first date of use.

Payment is accepted via the following methods – American Express is not accepted

Online	In Person	Mail
Mastercard Visa	Visa Mastercard Debit Visa Debit Exact Cash Cheque – payable to School District #36	Cheque – payable to School District #36

Where a booking is \$1000 or more and spans over multiple months, a monthly payment plan may be requested. Contact [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) for more information.

### Rental Rates

A full list of rental rates can be found [here](#)

#### Rate Type

Rate Type	Who Qualifies	Required Documentation
Non-Profit – Registered	Registered non-profit organizations	CRA Certificate of Incorporation or BC Society Number
Community Group	Members of the community booking for recreational purposes including private events	Not applicable
For Profit	Organizations and businesses including strata corporations that are not registered non-profits	Not applicable

## Facility Rentals – Renting Space & Rate Info

**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

### Rate Categories

<b>Monday to Friday</b> – Including most pro-d days	<b>Non-School Days</b> – Weekends, 1 <sup>st</sup> pro-d day in May, Winter Break, Spring Break, Summer Break
Minimum 1 hour booked	Minimum 2 hours booked
Bookings must be submitted on the hour and by the hour i.e. 5pm-6pm	When booking 10+ days on 1 permit the Monday to Friday rate will apply
All spaces must be booked for the full duration of use	Bookings must be submitted on the hour and by the hour i.e. 5pm-6pm
	All spaces must be booked for the full duration of use
	Additional fees for hard costs; custodial/security will apply

### Hard Costs & Additional Fees

Hard costs and additional fees will be applicable in any of the following circumstances

- Weekends, 1<sup>st</sup> pro-d in May, and school closures
- Where 40 people or more are in attendance
- Where the number of spaces or hours of use require
- If food/beverage is present
- All applications for heating and ventilation services
- Theatres where technical fees for lighting and sound equipment. Student technicians are require to operate this equipment
- Static guards, safe school liaison's, district liaisons, if deemed necessary by the School District a callout of 4 hour minimum will be charged