

## Facility Rentals – Rental Rates

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

For July 1, 2023 – June 30, 2024 rates [click here](#)

For July 1, 2024 – June 30, 2025 rates [click here](#)

### Rate Categories

- ◆ **Community Group:** Members of the community booking for recreational purposes or private events
- ◆ **Non-Profit:** Registered non-profit organizations. A copy of your certificate of incorporation must be provided to [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) to receive this rate
- ◆ **Profit:** Renters will be charged the profit rate in all other circumstances unless a society number or registered charity number can be provided.

### Applications

#### Applications

- ◆ Applications must be submitted no less than 15 business days (*Monday to Friday excluding statutory holidays*) prior to the requested start date, although as much notice as possible is always best.
- ◆ Applications must be made with start and end times on the hour (i.e. 5pm-6pm not 5:30pm-6:30pm)
- ◆ All spaces must be booked for the full duration of time requested
- ◆ Secondary schools are not generally available for regular weekly rentals (*Monday to Friday*)
- ◆ Interior bookings (*except licensed childcare*) are not permitted on October 31<sup>st</sup> annually

### Amendments/Cancellations

- ◆ Amendments or cancellations are subject to a \$25 fee per change until June 30, 2024 and \$35/change July 1, 2024 – June 30, 2025, per License/application.
- ◆ Fees are applicable once the application has been submitted

### Capacity

- ◆ Classrooms – 20 people
- ◆ Libraries (Elementary & Secondary) – 30 people
- ◆ Elementary and Secondary Gyms – [click here](#)
- ◆ Theatres – [click here](#)

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### Additional Fees (Hard Costs):

Bookings over [school closures](#) may have additional fees for security, custodial, where trades services are required, or equipment rentals are requested.

School closures include weekends, statutory holidays, winter/spring/summer breaks, first pro-d in May and any other day where the school is closed and staff are not in attendance.

Security and/or custodial services may also occur in cases with events that exceed 40 people, have food/drink, the type of activity, number of spaces, or the number of hours rented designates.

- ◆ Security - \$30/occurrence
- ◆ Custodial - \$80/hr, 2 hour minimum per day booked – *subject to review based on event details*
- ◆ **\*\*NEW\*\*** Ventilation - \$40/event or each time a schedule change is required on multi-date bookings – Effective July 1, 2024 onward.

### Equipment Rental

Sites may make select equipment available for rental. Rentable equipment includes nets, poles and/or stanchions only. Access to equipment such as balls, cones, pinnies, etc. is not permitted.

Equipment rental requests are not guaranteed.

For a list of rentable equipment [click here](#). This list is subject to change.

### Afterschool Programs

Afterschool programs are those that start within 15 minutes after the instructional day has ended.

Programs/sessions with a start time of 3 pm or later are not considered after school programs but rather afternoon/evening programs. Rental rates will include an 'extra fee' for flyer distribution.

### 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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### Rental Rates Effective July 1, 2023 – June 30, 2024

Rates (\$/hour)	Monday to Friday School operating days  *Minimum 1 hour rental		Any Day School Is Not In Session Weekends, Pro-D, School Closures  *Minimum 2 hours/rental  <i>When booking 10+ days at one school, the Monday to Friday rate will apply</i>	
Facility/Space	Non-Profit & Community Group	Profit	Non-Profit & Community Group	Profit
Cafeteria/Hub (Seating Area Only)	25	89	45	107
Classroom Staff Room PAC Kitchen Hallway	17	42	25	50
Field Tennis Court Track Playground	17	40	26	46
Gym – Elementary or Secondary Small	25	89	45	107
Gym – Secondary Large	41	139	74	165
Home Ec. + Trades Rooms	33	75	38	88
Library – Elementary	18	66	34	75
Library - Secondary	20	75	38	88
Parking Lot – Elementary	22	81	41	99
Parking Lot – Secondary	24	83	43	101
Preschool/Before & After School Care (per space)	10	15	10	15
Theatre	62	148	86	173

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Equipment – once/week usage	37 or more sessions	3-36 sessions	1-2 sessions
Badminton Poles and/or Nets	\$240	\$160	\$85
Indoor Soccer Nets (Hockey Nets)	\$160	\$120	\$45
Mats – soft blue mats in gym	\$110	\$85	\$35
Piano	\$220	\$145	\$85
Volleyball Nets and/or Stanchions	\$240	\$160	\$85

Equipment – Per Day or Flat Fee Per Space*Equipment is subject to approval and not guaranteed	
Chairs	\$1.35 each / day or \$100 / month
Gym Floor Covering	\$300/occurrence
Lectern/Podium	\$40 / day or \$85 / month
Music Stands	\$1.35 each / day
Projector	\$40 / day or \$85 / month
Score Board (Digital)	\$85 / day
Tables	\$7 each / day
Theatre Lighting	\$40 / day or \$85 / month
Theatre Sound	\$40 / day or \$85 / month

Extra Fees	Rate
Amendment Fee	\$25/change after application submitted
Cancellation Fee	\$25/License
Custodial Cleaning Fee (School Closures/Special Events)	\$80/hour *2-hour minimum
Custodial Cleaning Fee (Childcare – School Days)	\$40/hour *2.5-hour minimum per week
Custodial Cleaning Fee (Childcare – Non School Days)	\$80/hour *2.5-hour minimum per week
Grounds Clean Up – Parking Only	\$80/hour *2-hour minimum
Grounds Clean Up – Events & Food Service	\$80/hr *4-hour minimum
Security Runner	\$28/occurrence
Security Static Guard	\$28/hour *4-hour minimum
Safe School Liaison	\$70/hour *4-hour minimum
Key Deposit	\$100 (refundable)
Electronic Security Pass (37+ sessions)	\$550/year *Childcare and weekend rentals only. Subject to a trial period and not guaranteed
Student Tech (Theatre Rentals)	\$20-\$25/hour *2-hour minimum
Theatre Manager/Supervisor (Theatre Rentals)	\$25-\$30/hr *2-hour minimum

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Facility/Space	Non-Profit & Community Group	Profit	Non-Profit & Community Group	Profit
Cafeteria/Hub (Seating Area Only)	28	98	50	118
Classroom Staff Room PAC Kitchen Hallway	19	46	28	55
Field Tennis Court Track Playground	19	44	29	51
Gym – Elementary or Secondary Small	28	98	50	118
Gym – Secondary Large	45	153	81	182
Home Ec. + Trades Rooms	36	83	42	97
Library – Elementary	20	73	37	53
Library - Secondary	22	83	42	97
Parking Lot – Elementary	24	89	45	109
Parking Lot – Secondary	26	91	47	111
Preschool/Before & After School Care (per space)	10	15	10	15
Theatre	68	163	95	190

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Badminton Poles and/or Nets	\$240	\$160	\$85
Indoor Soccer Nets (Hockey Nets)	\$160	\$120	\$45
Mats – soft blue mats in gym	\$110	\$85	\$35
Piano	\$220	\$145	\$85
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Theatre Lighting	\$40 / day or \$85 / month
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<b>Extra Fees</b>	<b>Rate</b>
Amendment Fee	\$35/change after application submitted
Cancellation Fee	\$35/License
Custodial Cleaning Fee (School Closures/Special Events)	\$80/hour *2-hour minimum
Custodial Cleaning Fee (Childcare – School Days)	\$40/hour *2.5-hour minimum per week
Custodial Cleaning Fee (Childcare – Non School Days)	\$80/hour *2.5-hour minimum per week
<b>Flyer Distribution (After school programs only)</b>	<b>\$110</b>
Grounds Clean Up – Parking Only	\$80/hour *2-hour minimum
Grounds Clean Up – Events & Food Service	\$80/hr *4-hour minimum
<b>Heating/Ventilation</b>	<b>\$40/event or each time a request for schedule change is required on multi-date bookings</b>
Security Runner	\$30/occurrence
Security Static Guard	\$28/hour *4-hour minimum
Safe School Liaison	\$70/hour *4-hour minimum
Shared Equipment Fee	\$550/program per space
Key Deposit	\$100 (refundable)
Electronic Security Pass (37+ sessions)	\$550/year *Childcare and weekend rentals only. Subject to a trail period and not guaranteed

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\*after school programs are those that start within 15 minutes after the instructional day has ended. Programs/sessions with a start time of 3pm or later are not considered after school programs but rather afternoon/evening programs.