

Administrative Procedure 548 – Appendix A

Appendix A - Rental Fee Schedule

Background

Revenue received from the rental of school facilities will cover the extra costs incurred by the Division to maintain and operate its facilities.

Definitions

Community Youth Recreation: Recreation groups where the majority of the participants reside in the community and are under 18 years of age.

Regular Booking: Groups that are under 75 people and are not defined as a Community Youth Recreational group.

Large Group: Generally applies to events or activities that have 75 people or more in attendance throughout the rental time. All groups over 50 people will be assessed based on the type of activity or event to determine if the Large Group fee should apply. The rental fee for large group bookings includes the cost for additional custodial time.

Procedures

1. Rental fees will be reviewed annually.
2. Rental permits will not be approved before fees have been paid:
 - 2.1 Fees for a one-time rental must be paid in full one week prior to the rental date.
 - 2.2 A minimum twenty percent (20%) non-refundable deposit is required for one-time rentals totaling one thousand dollars (\$1,000.00) or more upon booking. The remaining fees are required to be paid one week prior to the rental date.
 - 2.3 Recurring rental require a deposit equivalent to the total fee for the number of rental hours requested with in a one-week period. The remainder of the fees will be due monthly. The deposit will be credited on the final rental fee for the year.

3. Rental Cost Per-Hour

	Weekdays		Weekends	
	Gymnasium/ Atrium	Regular Classroom	Gymnasium/ Atrium	Regular Classroom
Community Youth Recreational Groups	\$30 + GST	\$20 + GST	\$40 + GST	\$30 + GST
Regular Bookings	\$40 + GST	\$30 + GST	\$45 + GST	\$35 + GST
Large Group Bookings	\$90 + GST	\$45 + GST	\$90 + GST	\$45 + GST

- 3.1 The following scenarios will require an additional charge of \$35.00 per hour + GST:
- 3.1.1 Any work from the Division's Facility Staff required for setup and take down of tables, chairs, tarps, equipment, etc.
 - 3.1.2 Any additional custodial work deemed necessary
- 3.2 An additional fee will be charged to groups accessing the Division's insurance.
- 3.2.1 For groups accessing a facility for a low or medium risk activity, as defined by the Division's insurance company, the fee will be based on the ARMIC School Boards "User Group" Standard Rating Schedule, which is subject to change from year to year. The Facilities Rental Assistant will provide the cost to the group prior to signing the rental agreement.
 - 3.2.2 For groups accessing a facility for a high-risk activity, as defined by the Division's insurance company, the fee will be based on the additional premium charged assessed by the insurance company. Use of a Division facility for a high-risk activity requires approval by the Associate Superintendent – Business & Finance or designate.