



Community Rental Groups

The North Vancouver School District is pleased to offer a variety of rental opportunities to the community. We strive to accommodate as many groups as we can, from children to adults. Rentals include such things as business or strata meetings, to sports use and discussion groups. Community rentals operate under the condition that they not interfere with the day programs of the School District. It is very important that you please read and understand the terms and conditions involved when renting school facilities.

1. EQUIPMENT USAGE

Rental contracts cover the use of the facilities stated on your contract only. Rental groups interested in using school equipment must make necessary arrangements with school administrators in advance.

PLEASE REMEMBER!: Nets, benches etc. must be put away after use.

Floor Hockey

- Only plastic, cosom hockey sticks are to be used: No tape or wooden sticks allowed. Indoor plastic pucks only. Please protect our school's floors!

Baseball/Softball

- Only whiffle and nerf balls are to be used.

Soccer

- Relating to men's groups – Indoor specialty balls are required.

- No **food or beverages** served in the facilities unless arrangements have be made in advance.
- ****OUR FACILITIES AND GROUNDS ARE SMOKE FREE****
- In the interest of fairness to the other groups, and our staff, at your location, it is very important that all groups please honor their **start/end** times. The **End Time** on your contract means that is the time that your group is leaving the building.

2. COACHES AND PARENTS

Sometimes a sibling of a child who is involved in a sports practice attends with either mom or dad, and sometimes mom or dad is the coach. Please ensure your children's siblings are not running through other parts of the school, or kicking balls around in the halls or foyers. The halls and foyers are often places where treasured student artwork is on display, and can easily be damaged.

4. EVENING STAFF

Please remember that our evening staff are there to clean and maintain the school, to ensure it is ready for the next school day. If there is a problem, or an emergency, please do call on their assistance, but otherwise, please allow them to do their work uninterrupted as they have full schedules.

Please arrange for everyone in your group to arrive a few minutes before the start of your booked time. The door will be open to allow you access at your booked time. If you have any late arrivals, you should have someone from your group remain at the front door to allow access, as the evening staff do not have time in their schedules to do this for you. Please **do not** prop open front or gym doors.

3. SCHOOL CLOSURES

Your contract will list all exclusion dates where your group is not booked into the facility. Please check your rental contract and advise your group of breaks due to school functions and take note of the school closures list. (Please see Separate sheet provided)

4. RENTAL PROCEDURES

1. Rental application forms should be submitted between April and July and are placed in date order.

Applications received after July 31st, will be given attention once previous requests have been fulfilled.

2. Rental requests will be scheduled in order of priority.

- i. School-based Activities
- ii. Continuing Education
- iii. Youth Groups
- iv. Adult Groups
- v. Profit-based Groups
- vi. Other

We will attempt to accommodate previous rental applicants to their traditional schedules.

3. Once the proposed rental schedules have received necessary approval, contracts will be generated. (Approx. 2nd week of Sept.)
4. Facilities will only be accessible to groups who have made payment and signed their contract prior to their first day booked.
5. During the school term new applications, or changes to existing contracts, must be received at least two days prior to the date(s) requested.

5. REFUNDS

Refunds will be issued for ONLY the following reasons:

- A school function interfered with the rental groups' contract date(s).
- A written (7 day) notice requesting cancellation of booking is given by the Rental Group.

All requests for refunds must be received by June 15th of the same school year. Refunds under \$20.00 are discouraged due to processing costs.

***REFUNDS CANNOT AND WILL NOT BE ISSUED FOR THE PREVIOUS YEAR**