

POLICY 6.40 PUBLIC USE OF FACILITIES

The Board of Education believes that District facilities represent a major public investment and should be available for public use to the greatest extent possible. The first consideration for the use of District facilities is to meet the needs of students and school programs as may be required.

The schedule of fees and terms and conditions for public use of school facilities are governed by the following considerations:

- Need for recognition of building-related costs
- Need for adequate control of use by District employees
- Provision of graduated fees, with lowest rates charged to student-related activities and highest to private or commercial activities

Administrative Procedures will be established to make district facilities available to the public on a rental basis in accordance with the guidelines within this policy.

Guidelines

1. When facilities are not required for District purposes, preference will be given to activities that support children and youth. Public use will be in accordance with the following priorities:
 - 1.1. Local First Nations, NVIT continuing education programs and Municipal/City general interest programs.
 - 1.2. Non-profit community and recreational groups
 - 1.3. For-profit commercial and private enterprises
2. The following categories shall apply regarding scheduling and fees related to the use of school buildings, grounds and facilities:
 - 2.1. CATEGORY A – Includes children, Parent (DPAC) Advisory Councils, and youth groups (comprised of children up to 19 years of age) such as: Scouts, Girl Guides, Embers,

youth non-profit organizations, non-profit religion-based youth groups and non-profit minor sports. Children must make up the majority of the participants. Groups where Board Authorized Courses are to be completed qualify for this category.

- 2.2. CATEGORY B – includes all adult groups using facilities for non-profit purposes that are not covered under the provisions of a joint-use agreement such as: service clubs, civic and community agencies, organized non-profit adult recreation and appropriate celebrations.
- 2.3. CATEGORY C – includes all for-profit enterprises – where individual(s), groups, and/or organizations stand to make personal gain and/or profit from such use, such as: private and/or for-profit programs, commercial organizations, private recreational or instructional activities

3. Application for Use

- 3.1. Applications for rental reservations must be directed to the Secretary Treasurer or designate at the School District Administration building.
- 3.2. Applications for use on a repetitive or seasonal basis must be made and approved annually.

Public Use of Facilities Schedule “A” – Rental Rates

MONDAY TO FRIDAY RENTAL RATES		
Category “A” = No charge except Admin Fee (\$40) (Per Booking) (Management Approval Required) Category “B” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Booking) Category “C” = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Use) *Booking hours are subject to the custodial schedule at each location.		
FACILITY/ROOM	“B”	“C” Hourly (Below) + Admin Fee
MERRITT SECONDARY SCHOOL Gymnasium Capacity = 670; 474 seats + 196 bleachers, 1080 standing) Multi-Purpose Room Multi-purpose max 250 Cafeteria – subject to the approval of the school-based administrator	\$35.00/hour (adult) \$20.00/hour (youth) \$35.00/hour	\$85.00/hour \$65.00/hour
PRINCETON SECONDARY SCHOOL Gymnasium Capacity) = 670; 474 seats + 196 bleachers, 1080 standing) Cafeteria – subject to the approval of the school-based administrator	\$35.00/hour (adult) \$35.00/hour	\$85.00/hour \$65.00/hour
COQUIHALLA MIDDLE SCHOOL Gymnasium Capacity = 675, 1268 standing only) Friday Custodial Rate: \$42.73/hour	\$30.00/hour (adult) (adult) \$25.00/hour (youth)	\$85.00/hour (adult) \$55.00/hour (youth)
MERRITT CENTRAL and COLLETTVILLE Gymnasium Capacity : MC = 438, CV=501 Lunchroom & other multi-purpose rooms (140)	\$25.00/hour (adult) \$20.00/hour (youth) \$20.00/hour	\$65.00/hour \$50.00/hour
BENCH/ DIAMOND VALE/ NICOLA-CANFORD Gymnasium Capacity : MB=313, DV=427, NC=430	\$25.00/hour	\$45.00/hour
JOHN ALLISON/RIVERSIDE/VERMILION FORKS Gymnasium Capacity: JA=192, RIV=270, VF= 252	\$25.00/hour	\$45.00/hour
CLASSROOMS/LIBRARY All schools	\$15.00/session	\$20.00/session

WEEKEND / HOLIDAY RENTAL RATES		
Category "A" = Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Booking) Category "B" = Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Booking) Category "C" = Hourly Rate (Below) + Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Use)		
FACILITY/ROOM	"A & B"	"C" Hourly (below) + Maintenance + Admin Fee
MERRITT SECONDARY SCHOOL Gymnasium Capacity = 670; 474 seats + 196 bleachers, 1080 standing) Multi-Purpose Room Multi-purpose max 250 Cafeteria – subject to the approval of the school-based administrator	\$79.12/hour \$79.12/hour	\$80.14/hour \$61.65/hour
PRINCETON SECONDARY SCHOOL Gymnasium Capacity) = 670; 474 seats + 196 bleachers, 1080 standing) Cafeteria – subject to the approval of the school-based administrator	\$79.14/hour \$79.12/hour	\$80.14/hour \$61.65/hour
COQUIHALLA MIDDLE SCHOOL Gymnasium Capacity = 675, 1268 standing only) Friday Custodial Rate: \$42.73/hour	\$79.12/hour	\$80.14/hour
MERRITT CENTRAL and COLLETTVILLE Gymnasium Capacity : MC = 438, CV=501 Lunchroom & other multi-purpose rooms (140)	\$79.12/hour \$79.12/hour	\$46.85/hour \$49.32/hour
BENCH/ DIAMOND VALE/ NICOLA-CANFORD Gymnasium Capacity : MB=313, DV=427, NC=430	\$79.12/hour	\$45.00/hour
JOHN ALLISON/RIVERSIDE/VERMILION FORKS Gymnasium Capacity: JA=192, RIV=270, VF= 252	\$79.12/hour	\$45.00/hour
CLASSROOMS/LIBRARY All schools	\$79.12/hour	\$ 17.26/hour

MONDAY TO FRIDAY RENTAL RATES

Category "A" = No charge except Admin Fee (\$40) (Per Booking) (Management Approval Required)

Category "B" = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Booking)

Category "C" = Hourly Rate Charge (Below) + Admin Fee (\$40) (Per Use)

***Subject to custodial hours**

RIVERSIDE	"B"	"C"
Theatre	\$35.00/hour (adult) \$20.00/hour (youth)	\$85.00/hour
Kitchen	\$35.00/hour	\$65.00/hour
Meeting Room	\$30.00/hour	\$50.00/hour

WEEKEND/HOLIDAYS RENTAL RATES

Category "A" = Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category "B" = Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Booking)

Category "C" = Hourly Rate (Below) + Hourly Maintenance Custodial (\$79.12) + Admin Fee (\$40) (Per Use)

RIVERSIDE	"A & B"	"C" Hourly (below) + Maintenance + Admin Fee
Theatre	\$79.12/hour	\$80.14/hour
Kitchen	\$79.12/hour	\$61.65/hour
Meeting Room	\$79.12/hour	\$17.26/hour

ADMINISTRATION FEE

There will be an administration fee of \$40.00 per rental agreement per school charged to all category users. A rental agreement that involves more than one school site will be considered a separate agreement for each location.

HOLIDAYS, WEEKENDS, OR AFTER REGULAR HOURS (10:00 PM)

- Maintenance Custodial overtime costs per CUPE collective Agreement: \$79.12/ hour (*must be min 4 hrs.)
- Overtime rates are in effect when bookings extend past 10:00 PM on weekdays, and any bookings on a weekend or holiday.

AFTER 10:00 PM

If the rental goes past 10:00 p.m. on weekdays (Monday-Friday), the group will be charged for any overtime costs incurred at the applicable overtime rate.

CATEGORIES
CATEGORY “A” Youth Groups (comprising of children to 18 years of age). For Example: Scouts, Girl Guides, Embers, etc, Merritt Youth Resources Society, Church Youth Groups, Minor Sports. Children must make up the majority of the participants. Groups where Board Authorized Courses are to be completed qualify for this category.
CATEGORY “B” All adult and Youth groups using facilities for non-profit purposes that are not covered under the provisions of a joint-use agreement.
CATEGORY “C” For-profit enterprise – where individual(s), group, and organization stand to make personal gain from such use.