
ADDITIONAL INFORMATION FOR USING SCHOOL DISTRICT FACILITIES

After school programs come in a wide range of activities and run after-hours when the instructional day has ended for children, youth and adults. They are fun and engaging and include but are not limited to creative arts, extracurricular, community outreach and sports programs.

To run an after-school program within the Richmond School District (the “District”), space must be booked through the Rentals Department (“Rentals”) and can be done by calling 604-668-6036 and submitting a request for an available space in a preferred school or location.

Below you find some additional information and guidelines for running an after-school program in the District.

BOOKING SPACE

- Submit request to rent space by contacting Rentals.
- Requests must include all time required, including set up and take down. Access to space will not be permitted prior or after the times stated on the approved license.
- Rooms will be assigned based on availability at each school. While a classroom may be requested, an alternate space may be assigned.
- Applications for space must be submitted a minimum of seven (7) business days prior to the first date of use.
- Available facilities will vary annually and are subject to change based on the needs of the District.

SUPERVISION

- The on-site Event Supervisor from your organization is responsible for the participants in your care for the entire duration of the booking, including minors are being picked up by an adult or guardian. No minor should be left outside, unattended or in the care of District staff.
- All instructors must be on time for all bookings. If something unforeseeable should occur, the instructor will be responsible to notify the program owner and Rentals immediately by phone (604-668-6036).
- When using a space, the instructor must ensure that the participants are not using items within the classroom that do not belong to the instructor/program, this includes items inside desks. Writing on desks is also prohibited.
- The room or area used should be left in the exact state as it was found. Taking a picture of the furniture lay-out before occupying the room maybe be helpful to ensure the space is left in good condition at the end of usage.
- Be sure to take all your items at the end of the booking time, dispose of garbage and recycling in the appropriate bins. There should be no evidence that your ever occupied the space. Storage of items on site is not permitted.

ADVERTISING

- Advertising should not be done until there is an approved License for rental of space from Rentals.
- Promotions and advertising must not be presented in such a way that the District is seen to endorse or be connected to the organization or specific activities of the event. The District’s facility name can only appear as a location for the event.
- Flyers are not permitted to be left at the school or distributed to parents or students without prior approval.

CHECKLIST

- Provided with your booking will be the terms & conditions for facilities usage.
- Addendum communicable disease – please sign and return to Rentals.
- License for use of School Board Property, this is your booking confirmation.
- Policy 804.4-G – Schedule of charges for use of District Facilities.
- Additional information can be found on the District website <https://sd38.bc.ca/>.

PARTICIPANTS

- The start time on your contract is the access time and it MUST include any required allotment for set up. Participants may not enter the facility more than 5 minutes in advance of their rental time and must leave by the designated end time.
- The finish time is when all participants must be out of the school. Ensure your program end with enough time for clean up and exit the school by the finished time so either another user group can occupy the space, or the custodial staff can attend to cleaning the area for student use the following day.
- User groups will not be provided a key to the facility. On the first day of rental participants can check in at the front of the school to gain access from district personnel.
- All doors are to remain closed, do not prop doors open as this puts renters and staff at risk unless security personnel is placed at the door who confirms every person that enters the building is part of the rental group.
- Only one set of washrooms is to be used as designated by the custodian on site.
- Do not block corridors, stairwells or exits at any time during the use of space.
- All participants are to wear clean, non-marking footwear inside the facility, no exceptions.
- Only park in designated parking stalls and where necessary the supervision of the parking is the responsibility of the Licensee.
- Do not block exterior garbage, recycling and organics bins. Additional fees may be charged to the Licensee if participants block bins.
- Participants of the user groups are to remain in their designated areas only and stay away from any maintenance on-going at a site during a rentals period. If maintenance is infringing on the Licensee's rental area, please contact Rentals immediately.
- The Licensee program must be self-sufficient and not use or rely on the school's phones, office or staff, network, internet, computers, photocopiers, or office supplies.
- The Licensee is responsible to provide all material required during the rental. All signs and items brought in by the licensee and participants must be removed at the end of the booking. Cost to remove remaining items will be charged to the Licensee.
- The event supervisor is responsible for monitoring access to the facility and to ensure there is no damage inflicted to the areas used.

THE LICENSEE OR THEIR REPRESENTATIVE MUST HAVE A COPY OF THEIR LICENSE ON THEM AT ALL TIMES WHEN IN THE FACILITY DURING THE LICENSE PERIOD.

AFTER HOURS EMERGENCY PREPAREDNESS AGREEMENT

When using District facilities, the following emergency planning steps shall be agreed to, and adhered with, should an event occur and impact the facility or surrounding community. It is further agreed that the Licensee shall appoint an Event Supervisor that will be responsible for coordinating and communicating actions and information required under a response scenario.

SCENARIO - FIRE

Expectations and Response

- On first arrival of the agreed area(s) of use, identify and familiarize yourself with primary and alternate routes of evacuation posted at the facility. Provide direction on these routes to participants within your user group.
- On activation of the fire alarm, mandatory evacuation is required, and re-entry is not allowed until Richmond Fire Services provides approval. See exception below under Lockdown.
- If evacuation is required, the Event Supervisor shall confirm all individuals have evacuated and report that confirmation outside to the custodian, if he/she is on site, immediately.
- If fire is discovered:
 - Leave the area immediately.
 - Close doors behind you.
 - Activate the fire alarm from the closest pull station.

SCENARIO - LOCKDOWN

Expectations and Response

Should there be a threat within the facility that would require a lockdown:

- Stop all activities.
- Close and secure doors if possible.
- Gather participants in an area out of sign of windows and doors.
- Remain silent.
- If possibly turn lights off.
- Maintain the above until Richmond RCMP has terminated lockdown.
- Exception: During a Lockdown; disregard fire alarm unless immediate danger of smoke or fire.

SCENARIO – HOLD & SECURE

Expectations and Response

Should there be a threat within the community:

- Remain within your designated area(s) and follow direction of the custodian. If that person cannot be found or the situation appears concerning or dangerous, call 911 immediately.
- In some cases, access to the facility may not be permitted.
- Stay in the sheltered area until safe to evacuate or instructed to do so.

CONTACT US

The Rentals Department is located at the Facilities Services Centre at 5200 River Road, Richmond, BC.

We are open Monday to Friday 8:00am - 4:00pm and closed on statutory holidays. We can be reached via email (rentals@sd38.bc.ca) or phone (604-668-6036) during regular business hours.

ALL COMMUNICATION MUST BE DONE THROUGH THE RENTALS DEPARTMENT AND NOT SCHOOL ADMINISTRATION OR STAFF.