

Richmond School District

Facility Rentals Guide

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1. Introduction

This guide provides a comprehensive overview of the Richmond School District's facility rental process. It is intended for community groups, non-profit organizations, licensed childcare providers, commercial film companies, and other individuals or organizations seeking to use district facilities.

Eligible spaces are available during the school year, subject to availability and operational needs. All rentals are governed by [Board Policy 804.1](#) and the related administrative guidelines, which define user classifications, fee structures and permitted uses.

Applicants are responsible for reviewing and complying with all requirements outlined in this guide and supporting district policies.

Note: Childcare operators should review [Section 7 – Special Rental Categories](#) for important information specific to their rental requests.

2. Terms and Conditions

All rentals are subject to the Richmond School District's [Terms and Conditions for Community Groups](#), which serve as the legal foundation for the use of district facilities.

Applicants must review the Terms and Conditions in full before submitting a rental request. Key topics include:

- User responsibilities and expected conduct.
- Supervision and custodial requirements.
- Insurance coverage and liability.
- Prohibited uses and restricted activities.
- Cancellation, refunds, and changes to bookings.
- Access, security, and damage procedures.

This guide provides a high-level overview of the rental process but does not replace the official Terms. Renters are expected to comply with both the Terms and Conditions and the applicable Board policies.

Rental Custodian Information

- Clearly indicate when rental custodians are scheduled and charged.
- All weekend rentals require a rental custodian (minimum 4 hours).
- Most weeknight rentals do not require a custodian, except for special events (minimum 3 hours).

Parking Lot Rentals for Community Events

Major events must first be approved by the City of Richmond before submitting a request to the Rentals department.

3. Rental Application Process

All rental requests must follow a standardized process to ensure proper coordination, documentation and use of school district facilities.

Step 1: Confirm Rental Timelines

Before applying, ensure that your requested dates fall within the district's permitted rental periods:

- Refer to [Section 4: Rental Exception Dates](#) for the full list of blackout dates.
- Rentals are generally available from October to June.
- Rentals are not available during statutory holidays or school breaks.
- Long-term licenses are issued for a maximum of one school year (September to June).

Step 2: Review Space Restrictions

Please review the following space-specific restrictions:

- Secondary school gyms are typically not available on weekdays due to school programming.
- Cafeteria kitchens are not available for community use.
- Use of school equipment is not permitted unless explicitly approved in the rental license.
- Barbecues, smudging, and live animals require prior written approval.
- Food and beverages are not permitted in gymnasiums (water only).
- Inflatables (e.g. bouncy castles) are prohibited.

Step 3: Submit the Rental Application

Complete the Facility Rental Application Form and submit it to rentals@sd38.bc.ca. Applications must be submitted at least 15 business days before the requested start date. Requested times must include setup and takedown, as access will only be permitted during the approved license period. Please allow two business days to receive an email reply.

Step 4: Provide Supporting Documents

Once the application has been reviewed, the Facility Rentals Office will contact the applicant to request any required supporting documentation. The following documents may be required:

- **Insurance certificate:** proof of general liability insurance must be provided, with a minimum coverage of \$5 million. The certificate must name the Richmond School District as an additional insured.
- **Non-profit certificate:** groups requesting non-commercial rental rates must submit documentation confirming their registered non-profit status.

Step 5: Finalize Booking

The booking is confirmed when:

- All required documents have been submitted and approved.
- The signed rental contract is returned.
- Full payment and any applicable deposits are received.

4. Rental Exception Dates

The following dates represent periods when school district facilities are not available for rental. These exceptions apply to all user groups unless otherwise approved by the secretary-treasurer.

Exemptions may apply to the following groups, with prior approval from the secretary-treasurer:

- Churches (Sundays only).
- Licensed out-of-school care programs (Monday to Friday).
- Continuing Education classes.
- Leisure Services programs hosting special summer events (July and August).

July 1 – September 1, 2025	Canada/BC Day and Summer Closure
September 2-14, 2025	Labour Day and School Opening Preparation
September 30, 2025	National Day for Truth and Reconciliation
October 11-13, 2025	Thanksgiving Day Weekend
October 24, 2025	Provincial Pro-D Day
October 25-26, 2025	Pre-Halloween (no rentals after 6 p.m.)
October 31, 2025	Halloween Day
November 7, 2025	Remembrance Day Ceremony Setup
November 8-11, 2025	Remembrance Day Weekend
December 20, 2025 – January 2, 2026	Winter Break
February 13, 2026	District-Wide Pro-D Day
February 14-16, 2026	Family Day Weekend
March 16-27, 2026	Spring Break
April 3-6, 2026	Easter Break
May 16-18, 2026	Victoria Day Weekend
June 26-30, 2026	Non-Instructional Days

5. Rental Rates and Fees

Rental fees are determined based on the type of group, the space requested, and the nature of the activity. Rates differ between commercial and non-commercial users, with specific classifications defined in the district policy.

Fees may include space rental, custodial support, equipment use, and additional services if applicable.

The full breakdown of charges, including hourly and daily rates, is outlined in [Policy 804.4-G – Schedule of Charges for Use of District Facilities](#). Applicants are expected to review the policy to understand which rate category applies to their request.

All charges are subject to GST and must be paid in full before the start of the rental period.

6. Payment Instructions

All rental fees must be paid at least five business days prior to the first day of use. Payment is required for the booking to be finalized and access to be granted.

Accepted payment methods include:

- **Cheque by Mail**

Payable to: *School District No. 38 (Richmond)*

Address:

Facilities Services

5200 River Road

Richmond, BC V7C 1A4

Attention: Facility Rentals

Include the license number on the memo line

- **Cheque in Person**

Check in at reception (at the above address) upon arrival.

Payable to: *School District No. 38 (Richmond)*

Include the license number on the memo line

Payment must be received and processed by the Facility Rentals Office before access will be provided.

7. Special Rental Categories

Childcare Operators

When space becomes available for licensed childcare use, the district will issue a Request for Expression of Interest (REOI) on the district website. Operators wishing to open or expand childcare programs are encouraged to monitor the website regularly for future opportunities. All applications must follow the outlined REOI process and meet the requirements specific to the available space. Inquiries outside of the formal REOI process cannot be accommodated.