



4502 EXTERNAL RENTALS & FACILITY BOOKING POLICY

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of School
Policy Reviewed: every 2 years
Adopted: 11 2017
Revisions: 06 2020
01 2024

Effective 01 2024, Policy 4507: GYMS & ATHLETIC FACILITIES RENTALS POLICY now outlines criteria for recurring hourly rentals of gyms and athletic facilities.

1. USE OF SCHOOL FACILITIES AND GROUNDS

- (a) LCS may make school buildings and grounds available to LCS Society members, church groups, other community groups and commercial groups at times when they are not impacting preK - 12 programs.
- (b) Rental rates for all school facilities and grounds include cost recovery of long and short term capital on operating costs.
- (c) The use shall be governed by policies, which provide for:
 - 1.c.1. a schedule of rates which will encourage groups to use schools for recreation and leisure time enjoyment programs, particularly those organized for students;
 - 1.c.2. reasonable precautions being taken for the care and security of facilities;
 - 1.c.3. rules which must be followed.

2. ACCESS TO FACILITIES, INCLUDING SCHOOL GROUNDS

- (a) School grounds including all play spaces are reserved exclusively for school use on days when schools are in session between the hours of 7:30 am and 4:00 pm.
- (b) Facilities may be made available to groups when not required for school needs.
- (c) All activities must be confined to the parts of the buildings and playing fields stipulated on the rental agreement.
- (d) Rentals will generally be limited to
 - Gymnasiums (SEE POLICY 4507: GYMS AND ATHLETIC FACILITIES RENTALS POLICY)
 - Classrooms

- School Common areas
- Limited use of Specialty Facilities
 1. Kitchen facilities may incur additional charges.
 2. Science Labs are not available to rental groups.
 3. Preschool room may incur additional charges
 4. Music rooms only available with permission of Music Director and/or Principal

3. ELIGIBILITY OF APPLICANTS

- (a) Applicants must represent properly constituted groups or be individuals capable of accepting responsibility for conduct of participants and financial responsibility for any damages.
- (b) The LCS reserves the right to restrict or prohibit access to LCS facilities to any individual, group, organization or commercial group that:
 - 3.b.1. Promotes racism, hate, violence, censorship, crime or other unethical pursuits;
 - 3.b.2. Promotes anti-Christian messages or promotes values that would be reasonably considered as reputationally harmful to LCS
 - 3.b.3. Is not in good standing (e.g. not in compliance with the rental agreement rules and conditions, has caused property damage, etc.);
 - 3.b.4. Disrupts other facility users, operations or surrounding neighbourhood;
 - 3.b.5. Misrepresents the scope and/or purpose of the rental function;

4. RENTAL AGREEMENT

- (a) Applications for use of facilities shall be made at least 10 working days prior to starting date.
- (b) All renter groups are required to enter into a rental agreement for the use of any facility.
- (c) No changes can be made to the rental agreement unless authorized in writing by LCS.
- (d) Entering into a rental agreement for the use of any facility includes:
 - having a responsible person for the rental group.
 - abiding by the Facilities Rentals Policies & Guidelines.
- (e) Bookings from year to year cannot be guaranteed or carried forward.
 - Bookings for the upcoming school year may not be renewed until after July 1st each year.
- (f) Rental agreements are not transferable.
- (g) Subleasing of facilities is not permitted.
- (h) An annual review of all rates will occur, and said rates will be subject to increases on July 1 of each year.

5. SUPERVISION REQUIREMENTS

- (a) The person in charge of the group is responsible for the admission, actions, and behaviour of all participants and/or spectators.
- (b) The individual designated as "in charge" will:
 - 5.b.1. Make themselves known to any on duty facilities personnel in the building.
 - 5.b.2. Enforce all school policies and procedures concerning the use of school facilities and playfields.
 - 5.b.3. Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.
 - 5.b.4. Limit activities and participants to the area assigned to the group
 - 5.b.5. Ensure that specified days and times are adhered to as stated on the Rental Agreement.
 - 5.b.6. Ensure that all members are out of the building at the end of the contracted rental time.
 - 5.b.7. Take all and any action that may be required for the preservation of the school's property and ensure that the school premises are left in the same order and condition as the school left them.

6. INSURANCE

- (a) LCS does not provide rental groups with Comprehensive General Liability Insurance coverage as part of the rental agreement, nor can rental groups purchase insurance through LCS.
- (b) All renters must provide proof of Comprehensive General Liability Insurance for its own participants.
- (c) LCS will require proof of a minimum of \$2,000,000 (Two Million) in liability insurance.
 - "Langley Christian School Society" must be named as additional insured.
 - LCS must be provided a copy of said insurance policy a minimum of 7 (seven) days prior to usage.

7. RIGHT OF REFUSAL AND CANCELLATION OF RENTAL AGREEMENT

- (a) LCS reserves the right, as its interests may require, to refuse any group or individual access to any facility or cancel any planned rental or use of a facility.
- (b) Contracts may be terminated at the discretion of the Director of Operations and/or Head of Schools for failure of the rental group to comply with any of the aspects of the rental agreement.

8. GENERAL USE CONDITIONS

- (a) No lighted candles, lanterns, stoves or any other flame-bearing devices are permitted on LCS property.
- (b) Parking of vehicles is only permitted in specified parking areas. Vehicles parked in fire or unauthorized areas may be towed away at the vehicle owner's expense.
- (c) No event or activity admission or fees can be charged without prior approval.

- (d) Renter groups are expected to obtain, and post, all necessary permits and licenses;
- (e) Concession sales are not permitted without prior approval.
- (f) Renters are not permitted to store their property in LCS facilities without prior approval;
- (g) Required to comply with fire codes and maximum occupancy regulations for the facility space; and,
- (h) Required to comply with all earthquake, lockdown and other emergency procedures.
- (i) The preparation, cooking and serving of food must receive prior approval. renter groups will be required to provide verification that they have secured a Temporary Food Permit from Fraser Health a minimum of fourteen (14) days prior to facility usage. Additional charges may apply to cover any additional staffing that is required to clean up after the event/program where food has been served.
- (j) Substance Use
 - 8.j.1. Smoking (including all tobacco and vapour products) alcohol, illegal drugs in any form and drugs (including cannabis) which when consumed impair a person's mental or physical ability or capacity to function are strictly forbidden in all areas of LCS properties. This applies to all individuals, whether minors or adults.
 - 8.j.2. This policy applies whether school is in session or not.
- (k) Use of equipment within school facilities will be at the discretion of LCS and may be subject to additional fees
 - 8.k.1. Gym equipment at the discretion of Athletic Directors.
 - 8.k.2. other equipment at the discretion of Director of Operations
 - 8.k.3. Community groups are expected to assume the cost of unusual wear or breakage of school equipment and building facilities.

9. USE OF GYMNASIUMS - SEE POLICY 4506: GYMS AND ATHLETIC FACILITIES RENTALS POLICY

- (a) Renters are expected to wear appropriate (non-marking) footwear in gyms. Outdoor footwear which tracks dirt and debris into the gyms is restricted.
- (b) Footwear with heels and or hard soles is not permitted on the playing floors.
- (c) Certain activities at the discretion of the Athletic Directors will not be allowed in gyms.
- (d) Some activities will require the use of protective flooring. This is labour intensive and may incur additional costs. The school has tarps available to cover 2/3 of the gym floor (high school gym only)
- (e) No hard shooting against the gym walls is permitted;

10. USE OF FIELDS

- (a) No Tents
- (b) No Spikes or stakes
- (c) No Trailers of any kind

- (d) No Lime, salt, herbicide, diesel or any marking paint that will cause the grass to die.
- (e) Line marking - use only non-toxic field paint designed to be used on fields
- (f) All damage caused to the field will be repaired and charged back to the rental group

11. LOST PROPERTY

- (a) The school will not accept any responsibility for equipment, furniture, supplies or private property of any description left in any school.
- (b) Storage of equipment and material may only be left in a school with the approval of the The Director of Operations and/or Principal of the school and is left at the risk of the owner unless otherwise specified in the Rental Agreement.

12. CUSTODIAL CHARGES

- (a) An additional charge will be made to rental groups for custodial service at times other than the custodian's regular working hours or where additional cleaning is required.
- (b) Custodial fees will be factored into the rental agreement fee.
 - custodial charges on school days is hourly
 - custodial on weekends minimum 2 hours
 - Custodial charges on statutory holidays minimum 4 hours

APPENDICES:

- A. APPENDIX 4502A - RENTAL FEE SCHEDULE
- B. APPENDIX 4502B - FILMING FEE SCHEDULE
- C. EXTERNAL RENTAL AGREEMENT
- D. ATHLETIC FACILITIES PARTNERSHIP AGREEMENT

RELATED POLICIES:

- 4507 Gyms & Athletic Facilities Use Policy
- 4506 Campus Security Policy

Reviewed: 12 2025