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## **AP 545 – Rental and Use of School Facilities**

### **Background**

The District encourages community organizations and private groups to use school facilities and fields when they are not required for the school program.

The rental and use of District school facilities will be governed by the procedures below.

### **Procedures**

1. School playing fields are for the use of the schools until 5 p.m. (Monday through Friday), but when not required for school purposes, they will be allocated by the Parks and Recreation Commission of the applicable Municipality for community use. Requests for use of school facilities must be made on-line at <https://westvancouver.schools.ca/about-wvs/facilities>.
2. No alcoholic beverages will be brought to or consumed in District buildings or on school grounds without the prior approval of the District. Where the consumption of alcoholic beverages is anticipated, the following assurances must be given:
  - 2.1 That the group submitting the request will restrict attendance at the proposed function to adults of legal drinking age, as defined by the law of British Columbia.
  - 2.2 That a temporary liquor permit be obtained and that all conditions and restrictions set out in the Liquor Act be enforced.
  - 2.3 That there has been adequate planning for the security and control of the function.
3. Approval will not be granted for rentals when a liquor permit has been obtained for a period of time when students are in the school unless prior approval is given by the School District. Such approval will only be granted where there are no students in the immediate vicinity of the alcohol and where the District deems there is adequate control over the event.
4. A Custodian must be on duty when alcoholic beverages are consumed at a function, regardless of whether or not other District staff are attending.

5. Any group failing to comply with the above requirements, or deemed guilty of misusing District permission, will be refused further use of District school facilities for two (2) years.
6. The Secretary Treasurer will review rental rates annually, and the rentals website will be updated as necessary.