

SCHOOL DISTRICT OF MYSTERY LAKE

USER FEE POLICY

ALL PERMIT REQUESTS MUST BE MADE PROVIDING A MINIMUM OF ONE WEEK'S (7 DAYS) ADVANCE NOTICE TO ACCOMMODATE USER GROUPS. ACCORDINGLY, ALL FEES MUST BE PAID ONE WEEK (7 DAYS) IN ADVANCE OF THE PERMIT DATE.

NO FOOD OR DRINKS ARE ALLOWED IN THE SCHOOLS.

1.0 User Fee Categories/Rates	<u>Basic Rate</u>
A) STUDENT - 12 years of age and under	\$ 4.50/hr.
B) STUDENT - 13 to 17 years of age	\$ 12.00/hr.
C) ADULT - 18 years of age and over, unless a student in the School District	\$ 27.00/hr.
D) MINIMUM USER FEE - For any permit issued, plus G.S.T., if applicable.	\$ 15.00/hr.

2.0 District Facilities/User Fee Rates

The rates for various District facilities are as follows:

2.1 Gymnasiums:

Basic rate as listed above.

2.2 Music/Multi-Purpose Rooms:

A) Student - 12 years of age and under	\$ 3.00/hr.
B) Student - 13 to 17 years of age	\$ 7.50/hr.
C) Adult	\$ 27.00/hr.

2.3 Classrooms:

Minimum 2 hour booking \$ 7.50/hr.
Classroom bookings will only be allowed with the teacher's permission.

2.0 District Facilities/User Fee Rates (cont'd)

- 2.4 Forum:**
 Minimum 2 hour booking \$ 22.50/hr.
 When used for a reception or a big event.
- 2.5 Cafeteria:**
 Minimum 2 hour booking \$ 30.00/hr.
- 2.6 Home Economics Area:** \$ 22.50/hr.
 Booking of the Home Economics area and equipment use will only be allowed with the permission of the Vice Principal - Technology, and an additional 20% equipment fee will apply.
- 2.7 Letkemann Theatre:** User fees for the Theatre have been established according to the planned event and intended use of the Theatre, rather than age of the group.
- Stage area only.
 No seating required \$ 15.00/hr.
 - Stage and seating. (Occupancy: 350 – lower level)
 Closed to the public \$ 30.00/hr.
 - Open to the public, free of charge, with no ticket sales \$ 45.00/hr.
 - Open to the public, with ticket sales for a charitable organization (Charitable registration # required) \$ 60.00/hr.
 - Open to the public, with ticket sales for a profit making group \$ 75.00/hr.
 - Grand Piano, use per event \$100.00/event

If rooms 146 and/or 149 are used as classrooms, the standard rate of \$7.50/hr. for each classroom will apply to set up the chairs. Each room will accommodate 60 seats each room.

NOTE: All Theatre bookings are a minimum of two hours.

NOTE: NO food or drink allowed in the theatre, non-compliance will result in a minimum \$50.00 clean up fee.

2.0 District Facilities/User Fee Rates (cont'd)

2.8 Letkemann Theatre Lighting Crew and Technical Equipment Use:

One Lighting Crew Member	\$ 10.00/hr/current
One Lighting Crew Member	\$20.00/hr effective Jan. 1, 2013

A combined fee will be charged for the use of the technical equipment and for the services of each lighting crew member requested. An additional ½ hour to set up and a ½ hour to take down will be applied for each lighting crew member, for a total of 1 additional hour per member, per evening booked.

Please Note: Once a lighting crew member has been booked, **ONE WEEK'S NOTICE IS REQUIRED** for any **CANCELLATIONS OR CHANGES** in their schedule. Otherwise they are to be **PRESENT FOR THE COMPLETE TIME THEY ARE BOOKED.**

2.9 School Board Office Seminar Room:

Minimum 2 hour booking, ADULTS ONLY with limitations/availability	\$ 22.50/hr.
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School Board Office Special Services Meeting Room:

Minimum 2 hour booking, ADULTS ONLY with limitations/availability	\$15.00/hr
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2.10 Burntwood Basement Track, ADULTS ONLY

The track is available, October 1st to May 31st, Monday to Friday between the hours of 4:30 p.m. to 9:00 p.m.

Annual Fee	\$40.00
January to May	\$25.00

2.10A Burntwood Track Access Cards

Additional (Refundable upon return of the card on or before June 10 th)	\$ 20.00
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2.0 District Facilities/User Fee Rates (cont'd)

2.11 Gym Equipment Available from R.D. Parker Collegiate & Elementary Schools:

The rate for the use of this equipment will be an additional 20% of the user fees.

NOTE: Gym equipment is available to user groups with the permission of the Principal/Physical Education Dept. Groups are encouraged to purchase their own equipment for use at R.D.P.C. gyms. The 20% equipment fee shall apply to equipment rentals upon approval.

2.12 Facility Rentals:

(Weekends and after Normal Custodial Hours)

**NO SCHOOL FACILITIES SHALL BE AVAILABLE ON
HOLIDAYS OR SCHOOL SHUT DOWN PERIODS
(winter, spring & summer breaks)**

When the school facilities are required outside the normal custodial working hours/days, the user fee shall be the total of:

- A) The cost of the custodial wages/benefits plus a 25% administration fee.
- B) The normal user fees charged out per area used.

3.0 Payment of User Fees and Due Dates

All fees must be paid in advance of the permit date. The following due dates apply:

- 3.1** All "seasonal" and "casual" permits must be paid for in full **one week (7 days) prior to the permit date**. Permits are **not** issued to the schools **until they are paid in full**. It is to the advantage of the permittee to pay well in advance of their intended use of the schools to secure their bookings.

Cheques post dated one week prior to the permit date will be accepted.

"Seasonal" permits may be paid in two instalments. The fees for September to December must be paid **one week prior** to the facilities being used in September. Likewise, the fees for January to June must be paid **one week prior** to the facilities being used in January.

- 3.3** GST will apply to **all** permits. There are no exemptions.

4.0 Damage Deposits

A damage deposit may be required in some instances. Its determination and amount shall be established at the discretion of the Facilities Manager.

5.0 Refunds for Cancelled Permits

Refunds or credits will be issued provided we receive at least **ONE WEEK'S NOTICE OF THE CANCELLATION** for **ALL** permits.

5.1 Refunds for any credits due for "seasonal" permits will be issued on or before our year end; June 30th.

5.2 Refunds for cancellation of a "casual" permit will be paid on or before our year end; June 30th.

6.0 Waiving and/or Amending of Fees

The categorizing of groups, the waiving and/or amending of fees shall be at the discretion of the Facilities Manager.

7.0 Availability of Facilities

7.1 All Elementary Schools are available for bookings from 6:00 p.m. to 10:30 p.m., Monday to Thursday, and from 6:00 p.m. to 10:00 p.m. on Fridays.

Persons holding permits ending at 10:00 p.m. and 10:30 p.m. should be aware that they must be out of the school by those times. Failure to do so may result in cancellation of the permit and/or the additional cost for custodial overtime of 1 hour minimum.

7.2 The gymnasiums in R.D. Parker Collegiate and all Elementary Schools **ARE NOT AVAILABLE** for use on the **LAST FRIDAY** of **EACH MONTH** due to monthly maintenance of the gym floor, as well as **approximately 2 weeks before Christmas vacation** due to Christmas Concerts being held during this time.

7.3 R.D. Parker Collegiate is available for bookings from 6:00 p.m. Monday to Friday. Bookings are also available on Saturday from 8:00 a.m. The cost of the custodial wages/benefits plus a 25% administration fee.

Due to school activities, both gyms at R.D. Parker Collegiate are not available for bookings until 9:00 p.m., Monday to Thursday, and from 6:00 p.m. on Friday.

R.D. Parker Collegiate is **not available** any Saturday that falls before a long weekend.

- 7.4** School activities have priority over bookings from outside user groups. When cancellations are required, we try to give as much advance notice as possible, as well as trying to accommodate your group in another location within the District, or issue a credit.
- 7.5** For school bookings, user groups will be allowed to enter the school ten minutes prior to their scheduled booking. However, as time slots are booked with a 10 minute interval, you would **NOT** be allowed in the specified area until the time listed on your permit and the user group's leader is present.

The group leader will then be responsible, for making arrangements for users in his/her group to enter the building.

Accordingly, you must be out of the area booked at the time listed on your permit, with an additional ten minutes allowed to be out of the school.

The school doors will not be left unlocked at anytime, it is the responsibility of the group leader or designate to monitor the door for users and late comers.

For the security of facility users, staff, custodians and protection of the school buildings, it is necessary to secure doors after school hours.

8.0 No Smoking Policy

Smoking is not allowed on School District property; buildings and grounds. The policy applies not only during school hours, but also to all activities taking place after school hours. Please ensure that all members of your group are well aware of this policy.

9.0 Restricted Activities

- 9.1** Ice/outdoor hockey equipment will not be permitted in any school by any user group.
- 9.2** Hard or soft ball throwing practice will also not be allowed in any school indoors.
- 9.3** Any other activity deemed not suitable for District facilities.

10.0 Non-Compliance

We ask that you note and adhere to the regulations attached to the permit. Failure to observe these regulations may lead to the cancellation of your permit.

We are happy to be able to share our facilities with the community and trust that you understand that regulations are necessary to be observed in order for us to be able to continue that sharing arrangement.

11.0 For Further Information

Any inquiries may be directed to the Administrative Assistant at 677-6120.