

COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

Background

The District will make school buildings and grounds available to the community at times when they are not being used for programs offered by the District.

Procedures

The use shall be governed by procedures which provide for:

- a schedule of rates which will encourage community groups to use schools for recreation and leisure time enjoyment programs, particularly those organized for students;
- reasonable precautions being taken for the care and security of facilities;
- rules which must be followed.

1. Access to School Grounds and Facilities

School grounds including all play spaces are reserved exclusively for school use on days when schools are in session between the hours of 7:00 am and 6:00 pm. Facilities may be made available to the public when not required for school or District needs. Please refer to the [SD43 Rentals](#) webpage for availability of district facilities. The District supports youth activities and will attempt to accommodate them when possible.

2. Eligibility of Applicants

Each rental permit applicant/holder must be an individual or a properly constituted community group or legal entity, capable of accepting responsibility for the conduct of all attendees and all obligations, financial or otherwise, under the Permit. If an individual, the applicant/permit holder must be at least 19 years old. The Board reserves the right to request proof of age before approving a permit.

3. Rental Requests and Approval

Applicants can submit a request for use of district facilities by using the online booking portal or calling the District Facility Rentals Department. Requests will be routed to the District Facility Rentals department and Principal/Manager of the facility for approval and authorization. Once approved, the applicant will be notified and a license to use the facility will be granted by issuance of a permit. Permits are issued for the current school year only unless otherwise specifically stated in a joint use agreement with one of our municipalities and must be renewed annually in the spring, subject to availability.

4. Use of Facilities

All applicants (herein referred to as “rental group or individual”) are required to enter into an agreement. Entering into an agreement for the use of any facility includes the issuance of a permit for the licensed use of a facility and having the person responsible for the rental group abide by and accept the Terms and Conditions for Community Use of School Facilities. The Terms and Conditions can be found on the website for School District No. 43 (Coquitlam) - [SD43 Rentals](#). All activities must be confined to the parts of the buildings and playing fields stipulated on the permit. Sub-letting of facilities is not permitted.

5. Daycare/Childcare Space Rental

Licensed child care programs are permitted to license space that is unused in school facilities or on school grounds and/or to locate a portable building on school grounds in accordance with the rules and process set out in Administrative Procedure 567 – Preschool/Daycares In/On School Facilities. The licensed child care program will not unfavorably impact student safety, affect District programs and must meet the requirements of local governments. Use of any school facility by a child care provider requires a written agreement through a “License to Occupy”. Applicants shall meet all District, municipal and daycare licensing requirements. For complete details of the procedure, rules and process refer to Administrative Procedure 567 – Preschool/Daycares In/On School Facilities.

6. The District reserves the right to enter into reciprocal agreements with the Cities of Coquitlam, Port Coquitlam, Port Moody and the Villages of Anmore and Belcarra with respect to joint site acquisition, development and maintenance. In addition, the District reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.

7. Unique Sites

The list of sites identified in this chart are unique. Different booking procedures apply. Please see below for appropriate contact.

Facility	Contact
Terry Fox Theatre	District Facility Rentals: facilityrentals@sd43.bc.ca
Non-School Sites - College Park - Education Learning Centre - Millside Centre - Montgomery Centre - Vanier Centre - Winslow Centre	District Facility Rentals: facilityrentals@sd43.bc.ca
School Field Use after 6:00 p.m. - Coquitlam Fields - Port Coquitlam Fields - Port Moody Fields	- Coquitlam Parks & Leisure Services - Port Coquitlam Parks & Rec - Port Moody Parks & Rec

8. Additional Fees

- 8.1 Administration Fee –A non-refundable administration fee per permit issued shall apply. The fee amount is reviewed annually and outlined in our rate and fees document.
- 8.2 Amendment Fee –The Permit Holder will be charged an amendment fee for any changes that the Permit Holder requests, payable at the time of making changes to the Permit. This includes changes

to dates, times, location, or specifications, or for any cancellation of any Bookings after the Permit is approved.

- 8.3 Caretaker Fees – the rental group will be charged for caretaker services if the rental is outside of regular working hours or where additional caretaking is required at the discretion of the District.

9. Amendments or Cancellations

9.1 Amendment or cancellation by the Rental Group

Where the rental group wishes to cancel or amend an issued rental permit, they must provide notice in writing to the Rentals Department by email: facilityrentals@sd43.bc.ca or through the “Discussion Tool” in the applicable online permit at least 10 business days prior to the commencement date of the event in order to receive a credit. Failure to meet the notification period will result in the permit holder being charged the full cost of the rental fees and/or future rental privileges may be revoked.

9.2 Amendment or Cancellation by the District

The Board reserves the right to amend and/or cancel any booking at any time, if the Facility is required for school or Board function or at the discretion of the district. The district will endeavor to provide the rental group with appropriate notice. A full refund or credit will be provided in such cases.

10. SCHEDULE OF RATES-

A schedule of rental rates shall be established on July 1st of each year and posted on the District’s Main Website; [SD43 Rentals](#)

10.1 Category of District Rentals

Each reservation shall be classified into one of the following categories and charged as indicated.

- A Charges Waived
- B Nominal Rental Charge
- C Modest Rental Charge
- D Basic Rental Charge
- E Commercial Rental Charge

Rate category is determined based on the rental group or organization’s classification per the table below.

10.2 Request for Fee Waiver

A request for a fee waiver may be considered if a rental group is a not-for-profit organization and is providing a service or event that directly supports the educational needs of the students or district. The request must include the purpose of the organization and how it supports the students or district. The request will be reviewed by the District Leadership Team for approval.

10.3 Rental Increase

Rental rates will be reviewed annually and are subject to adjustment based on the change in the annual cost of living index or other market conditions. Caretaking charges will be adjusted annually to reflect applicable wage and benefit rate increases.

10.4 Rate Category Classification (*applies to All rental facilities*) see table

Category Classification (<i>applies to All rental facilities</i>)	
RATE CATEGORY	GROUP/TYPE OF USE
	Caretaking fees may be applicable to ALL Rate categories
A (Fees Waived)	School and District Uses All District and school-based groups, clubs or District sanctioned events EXAMPLES: DPAC, SLC, PAC or CUPE Local 561, CTA, CPVPA, for school/District uses School anniversary celebrations, and retirement functions.
	District and Community Partners Partnerships benefiting students or the District during school in session hours (Monday to Friday, 7:00am to 5:00pm) EXAMPLES: Healthy Living & Literacy, Beyond the Bell
	Municipal Political Elections or Meetings EXAMPLES: All-candidates meetings, municipal elections.
B	All City Uses (unless covered by a Joint Use Agreement) Cities of Coquitlam, Port Coquitlam, Port Moody, and Villages of Anmore and Belcarra
	District and Community Partners Partnerships benefiting students or the District outside of school in session hours (Programs Monday to Friday between 5:00pm and 10:00pm, use during school breaks)
	Community Users Organizations or groups that provide a public service, social or sports activities for youth and is an ongoing rental (i.e. once per week for multiple weeks) EXAMPLES: Sports, Scouts, Cadets, Girl Guides; includes youth non-sport activities
C	Community Users Adult groups, organizations or groups that provide a public service, social or sports activities for youth during breaks, short-term rentals (i.e. rentals less than 8 weeks), or non-recurring rentals. EXAMPLES: Any booking during Winter/Spring/Summer Breaks. Camps, tournaments, markets, one-day rental, clinics, seminars, groups with more than 50% of the participants aged 18 or older.
D	Provincial or Federal Political Elections or Meetings EXAMPLES: All-candidates meetings, or elections.
	Universities & Colleges EXAMPLES: Off campus courses with paid instructors, Masters classes.
	Language Schools and Churches EXAMPLES: Language classes, religious services and/or cultural instruction.

Revised: June 2026