



North Vancouver
School District
the natural place to learn®

Community Rental Groups

The North Vancouver School District is pleased to offer a variety of rental opportunities to the community. We strive to accommodate as many groups as we can, from children to adults. Rentals include such things as business or strata meetings, to sports use and discussion groups. Community rentals operate under the condition that they not interfere with the day programs of the School District. It is very important that you please read and understand the terms and conditions involved when renting school facilities.

1. **EQUIPMENT USAGE**

Rental contracts cover the use of the facilities stated on your contract only. Rental groups interested in using school equipment must make necessary arrangements with school administrators in advance.

******PLEASE REMEMBER!: Benches and any equipment etc. must be put away after use.******

Floor Hockey

- Only plastic, cosom hockey sticks are to be used: No tape or wooden sticks allowed. Indoor plastic pucks only. Please protect our school's floors!

Baseball/Softball

- Only whiffle and nerf balls are to be used.

Soccer

- Relating to men's groups – Indoor specialty balls are required.

- No food or beverages served in the facilities unless arrangements have be made in advance.
- In the interest of fairness to the other groups, and our staff, at your location, it is very important that all groups please honor their **start/end** times. The **End Time** on your contract means that is the time that your group is leaving the building.
- ****OUR FACILITIES AND GROUNDS ARE SMOKE FREE****

2. **COACHES AND PARENTS**

The following is a fairly common issue that our schools experience. Sometimes a sibling of a child who is involved in a sports practice attends with either mom or dad, and sometimes mom or dad is even the coach. Some children or siblings who attend but are not part of the program are often in need of something to do, and choose to run and play in the school hallways. One of the biggest issues we face are children kicking balls around in the halls or foyers. The halls and foyers are often places where treasured student artwork is on display, and glass cases showcasing artwork or achievements of our students are displayed, and can easily be damaged. Please ensure your children's siblings are not running through other parts of the school, or kicking balls around in the halls or foyers. Children are climbing over hallway furniture, and many times it is with wet and muddy footwear, which the school district is left to clean. So, please ensure any children in your care or your children's siblings are not running through other parts of the school, or kicking balls around in the halls or foyers or climbing on furniture or other items. Thank you.

4. **EVENING STAFF**

Please remember that our evening staff are there to clean and maintain the school, to ensure it is ready for the next school day. If there is a problem, or an emergency, please do call on their assistance, but otherwise, please allow them to do their work uninterrupted as they have very full cleaning schedules.

Please arrange for everyone in your group to arrive a few minutes before the start of your booked time. The door will be open to allow you access at your booked time. If you have any late arrivals, you should have someone from your group remain at the front door to allow access, as the evening staff do not have time in their schedules to do this for you. For the safety of yourselves, our staff and schools, please **do not** prop open front doors or gym doors.

3. **SCHOOL CLOSURES**

Your contract will list all dates that you are booked, or in another format, will list all exclusion dates where your group is not booked into the facility. Please check your rental contract and advise your group of breaks due to school functions and take note of the school closures list. In some cases an alternative location has been found for you as well, so be sure to check your contract. (Please see Separate sheet provided for general school closures list)

2121 Lonsdale Avenue
North Vancouver, BC V6M 2K6

4. RENTAL PROCEDURES

1. Rental application forms should be submitted between April and July and are placed in date order.

Applications received after July 31st, will be given attention once previous requests have been fulfilled.

2. Rental requests will be scheduled in order of priority.

- i. School-based Activities
- ii. Continuing Education
- iii. Youth Groups
- iv. Adult Groups
- v. Profit-based Groups
- vi. Other

We will attempt to accommodate previous rental applicants to their traditional schedules.

3. Once the proposed rental schedules have received necessary approval, contracts will be generated. (Approx. 2nd week of Sept.)

4. Facilities will only be accessible to groups who have made payment and signed their contract prior to their first day booked.

5. During the school term new applications, or changes to existing contracts, must be received at least two days prior to the date(s) requested.

5. REFUNDS

Refunds will be issued for ONLY the following reasons:

- A school function interfered with the rental groups' contract date(s).
- A written (7 day) notice requesting cancellation of booking is given by the Rental Group.

All requests for refunds must be received by June 15th of the same school year. Refunds under \$20.00 are discouraged due to processing costs.

***REFUNDS CANNOT AND WILL NOT BE ISSUED FOR THE PREVIOUS YEAR**