



Terms and Conditions/License for Use Guidelines 2025-2026

The Board of Education of School District No. 33 (Chilliwack) (hereinafter called "The School District" represented by the Facility Rentals Department) hereby grants (the permit holder), (hereinafter called "Licensee"), permission to use the Facilities as outlined, subject to the Terms and Conditions and Appendices contained herein and attached hereto, all of which form the complete Agreement.

DEFINITIONS/IDENTIFICATIONS:

The following definitions/identifications are used to define/identify specific terms used by the School District in the Community Use Agreement, License Agreement, Addendums, and Appendices that together form the complete agreement between the License Holder and the School District.

- "Attendee" means any individual, registered or non-registered, that attends or participates in the License Holder's event or activities at the Facility, including any participant, spectator, parent/guardian, supervisor, volunteer, or staff in attendance at the Facility.
- "Booking / Permit" means any request to use space in the Chilliwack School District made by a License Holder and confirmed by the Chilliwack School District Facility Rentals Department.
- "Business Day" means Monday to Friday excluding statutory holidays.
- "Designated Space" means the interior and/or exterior space at the Facility that the Permit Holder is permitted to use during the Permit Period, as specified in the Permit.
- "Event Supervisor" is the individual identified as the Event Supervisor on the Permit as further described in section 6 below.
- "Facility" means the School District property where the designated space is located, as specified in the Permit.
- "Permit" means the approved Permit document sent to the Permit Holder for the use of the designated space in the Facility.
- "Permit Agreement" means the agreement between the School District and the Permit Holder.
- "Permit Holder" means the individual, organization or company that is identified as the Permit Holder on the License.
- "Permit Period" mean the time during which the Permit Holder is Licensed to use the designated space.
- "School District" means The Board of Education of School District No. 33 (Chilliwack), represented by the Facility Rentals Department.
- The term "Licensee" as named on the License provided separately which forms a part of the full agreement herein, is used to identify the individual, organization, or company renting or using grounds or Facility in the School District.
- The Licensee must be the legal signatory on behalf of the group or organization requesting to rent space with the School District. If the group are friends/family renting, the Licensee assumes all responsibility on behalf of said group for activities taking place during the rental of the Facility.

- By clicking “I have read and agree to the License and Terms & Conditions of the Chilliwack Schools Community Use Agreement” upon registration of an eBASE account, the Licensee confirms that they have fully read, understand, and will abide by the License and Terms & Conditions outlined that form part of the permit.
- These Terms and Conditions, and the accompanied License, together along with any appendices, form the complete agreement between the School District and the Licensee.

APPLICATION:

1. **APPLICATIONS.** All potential renters or Licensees must submit requests for space no less than 5 business days prior to the first date of use requested. Access to space is not granted unless the Licensee receives an approved License from the School District prior to use of Facility.
 - A. Full details of the booking are required at the time of application.
 - B. Requests for extension of booking time or dates must be received no less than 10 business days prior to the first date of use requested.
 - C. Applications must include all time required for set up and/or take down.
2. **SUPERVISION.** The Licensee must have someone 19 years of age or older supervising all activities during the use of Facility. Minors cannot be left unattended during the use of Facility.
 - A. The Licensee must designate an event supervisor who is on site at all times of Facility use for handling of emergency situations if different from the Licensee.
 - B. This person’s name(s) and telephone number(s) and email address must be listed as an event supervisor on the permit application.
 - C. The event supervisor must ensure participants are aware of the conditions of use of the Facility.
3. **EXCLUDED DAYS.** Unless special permission is granted, school breaks (Statutory Holidays, up to the last week of September, Winter Break, March Break, Professional Development Days, 3rd week of June forward and Summer Break) and dates blocked for school events are removed from bookings. Applications may be submitted for these dates separately and space is not guaranteed until the License is approved by the School District. There are NO rentals on October 31 (Halloween). **EXCEPTION:** NLC and Community Schools.
4. **REQUIRED DOCUMENTS.** The Licensee is required to provide payment in full and a copy of their Certificate of Insurance. Certificate of insurance must be in the name of the person or group renting the space. The permit will be approved upon receiving proof of insurance.
5. **NON-TRANSFERABLE.** Licenses will be issued to the Licensee as stated on the application only. Licenses or licensed space may not be transferred, sublet, or lent out to groups other than the group stated on the application.
6. **INDEMNIFICATION AND HOLD HARMLESS.** The Licensee shall indemnify and hold harmless the School District and its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of Facility or grounds belonging to the School District by the Licensee and any of its officers, employees, servants, agents, contractors and volunteers, except to the extent that such loss arises from the independent negligence of the School District.
7. **WAIVER OF SUBROGATION.** The Licensee hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use and/or occupation of the School District’s Facility by the Licensee.

8. **POLICE INFORMATION CHECK.** All adult instructors or adult employees or volunteers of the Licensee's program who are on site at our school at any time must be Police Information Checked (PIC) with Police Information Check with Vulnerable Section Screening (PIC-VS) and a copy of the Criminal Record Check provided to the Facility Rentals office when required.
9. We would ask that for formal events to acknowledge the Traditional Territory you are meeting in. Script for Acknowledging Traditional Territory "we are privileged to meet on the STOH-LO (Stó:lō) unceded traditional territory of the Pilalt (sounds as spelled) Semath (sounds as spelled) and Ch-ihl-kway-uhk (Ts'elxwéyeqw) tribes."

FEES:

10. **CHARGES.** The Licensee must submit payment in full, or the first payment due (in the case of monthly or quarterly payments, subject to approval by the School District) along with a credit card submission for the balance, immediately upon License approval. A valid Visa or Mastercard must be uploaded to your eBASE account. This will be kept on file and charged on the last day of each month for the upcoming month. The Licensee is responsible to pay the School District the following charges as determined by the School District:
 - A. Rental fees
 - B. Administrative Fee (\$10.00 charged for any permit & changes after approval – includes single date cancellations, time/day changes, or space change).
 - C. Whole permit cancellation Fee (\$75.00) per occurrence
 - D. No Show Fee (\$50.00) per occurrence
 - E. If the Licensee stays past the permit end time \$75.00 per occurrence will be charged.
 - F. Costs for clean-up of Facility if required
 - G. Costs for security services including Facility opens and closes (Weekend rates are considered overtime and have a significant increase)
 - H. Costs for equipment fees – Volleyball nets and polls
 - I. Damages to Facility and/or equipment
 - J. Applicable sales taxes
11. **SOCAN.** The Licensee will pay all applicable fees and royalties required by performing rights societies or bodies such as Broadcast Music Incorporated (BMI); Re: Sound Music Licensing Company; the Society of Composers, Authors, and Music Publishers of Canada (SOCAN); the Composers, Authors, and Publishers Association of Canada (CAPAC); or any other performing rights society or body.

EQUIPMENT:

12. **EQUIPMENT.** The Licensee is responsible for the safe use and keeping of any School District equipment. Any damage caused to the equipment during the Licensee's use, including the cost of repair, cleaning or moving of said equipment, will be charged to the Licensee. Equipment available for rental is subject to change at any time and will vary from Facility to Facility.
 - A. The Licensee will not have access to district telephones, photocopiers, or supplies during use of the Facility unless approved in writing and included on an approved License.
13. **LICENSEE'S EQUIPMENT.** The School District is not responsible for any property owned by the Licensee. The Licensee will remove all their own equipment, supplies and chattels at the conclusion of the daily rental unless approval and expressed written consent from the School District's Facility Rentals department is provided.

14. **INFLATABLES.** Such as bouncy castles, slides or related items are not permitted to be used inside School District Facility's. Such structures may be used outdoors but must follow specific rules of use. The Licensee must inform the School District rentals department in writing of use of inflatables no less than 15 business days prior to the rental and request a copy of the rules for use of inflatables. Additional 5 million insurance is required. [Additional Information](#)
15. **DUNK TANKS.** The Chilliwack School District has implemented a decision prohibiting the use of dunk tanks on school district property. This decision stems from our recent awareness of the racist origins associated with the dunk tank game.

CANCELLATION:

1. **INCLEMENT WEATHER.** If a school is closed during the day, it will not be open for Licensee rentals that evening. If schools are open during the day, Licensee rentals may still be cancelled due to snow, ice and to perform required maintenance or due to other weather conditions (e.g. power outage). Please listen to the radio, check SD#33 social media or visit sd33.bc.ca for cancellation information. Notifications may also be communicated within eBASE.
2. **AMENDMENT OR CANCELATION BY LICENSEE.** To receive a refund or credit, notice in writing must be provided no less than 10 business days in advance of the date of use being canceled by email or eBASE discussion. The Licensee will pay a \$10 administration fee for any booking alteration including cancellation or changes in time, days and Facility space after the rental application has been approved. The administrative fee will be charged for each day/time request. If you are requesting to change two dates, you will be charged \$20 and so on. Requests for amendment and/or cancellation are only accepted from the Licensee contact that is identified on the application and/or License. \$75.00 will be charged to cancel your permit in its entirety.
3. **CANCELLATION BY SCHOOL DISTRICT.** The School District may cancel or revoke either specific usage or a License without cause and at any time and the Licensee will have no claim or right to damages or reimbursement on account of any loss, damages or expense arising there from. Substitute space in the district will not be made available. A refund or credit will be provided.
4. **ABUSE OF PRIVILEGES.** The School District reserves the right to cancel a License and the privilege to enter into future Licenses, where there has been abuse of rental privileges or negligence in complying with the conditions outlined here by a Licensee. Acts of verbal, physical or emotional abuse will not be tolerated. The School District reserves the right to interrupt or terminate a rental License if, in the School District's opinion, the activity or event taking place in the Facility, in whole or in part, is obscene, slanderous, libelous, racist, contrary to spirit and intent of the Canadian Charter of Human Rights and Freedoms and/or Board Policy and Regulation, may reasonably cause a conflict between groups, or is otherwise improper or is detrimental to the Board and on the exercise of such discretion all rights of the Licensee under this Agreement will terminate immediately and the Board will be entitled to retain all monies and fees paid, payable or agreed to be paid under the rental License. The School District at its discretion may impose a Notice of Exclusion Letter in the event it deems warranted under the Maintenance of Order Section 177 (Division 6) in the School Act.

INSURANCE:

1. **INSURANCE.** The Licensee shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the District. The Licensee must also obtain, maintain, and pay for any additional insurance that is it legally required to carry, or otherwise considers necessary at its sole discretion.

General liability insurance with a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury and property damage including loss of use thereof.

Such insurance shall extend to cover the Licensee, its officers, employees, servants, agents, contractors, and volunteers and shall include "The Board of Education of School District No. 33 (Chilliwack)" as additional Insured with respect to liability arising out of the use or occupation by the Licensee of the Facility belonging to the School District. If an address is required for insurance purposes use 8430 Cessna Dr. Chilliwack, BC, V2P 7K4.

It shall include a cross-liability clause and tenant's legal liability insurance. The Licensee's policies of insurance shall require that the board receive 30 days' notice of material change or cancellation.

The Licensee shall provide the District with evidence of all required insurance upon License approval and **no less than 5 business days** prior to the Licensee's use of the School District's premises. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the School District, the Licensee shall provide certified copies of required insurance policies.

User groups or a user purchasing the user group insurance is for the user's **legal liability** for bodily injury to or damage to the property of others such as spectators, passers-by, property owners and others resulting from the user's activity (i.e.: playing basketball.) The commercial general liability policy that the user is purchasing for themselves **DOES NOT** provide benefits for medical expenses incurred as a result of an injury sustained by an insured member OR user, while participating in an approved activity (i.e., basketball.) The liability policy **PROTECTS THE USER GROUP IN THE EVENT OF A LAWSUIT** against claims of bodily injury or property damage. Insurance coverage ONLY applies to the activity and dates disclosed on the permit application.

Sport accident coverage (excess medical expenses over and above BCMSP and any extended health plan) is not available through the SD33 User group liability policy. Nor is sport accident coverage available at any other municipality and/or school district unless the user group purchases a policy of their own. The user group purchases this sport accident policy on a stand-alone basis.

SUITABILITY OF FACILITY:

1. **SUITABILITY.** The School District provides no stated or implied warranty as to the suitability or condition of the Facility for the Licensee's purposes; and the Licensee accepts the Facility on an "as is" basis at the Licensee's own risk. The Licensee acknowledges that the permitted premises

and the buildings in which some are located may contain asbestos and / or asbestos-containing materials and the applicant or Licensee, hereby accepts the permitted premises subject to this caveat; and will not drill, hammer, or pin or otherwise disturb the structures of the Facility.

2. **RESPONSIBILITY FOR FACILITY DAMAGES.** The Licensee shall maintain the Facility in a sanitary, tidy, and safe condition, to a standard consistent with that set by the School District as listed on the License, Terms and Conditions, Appendices and Rules and Regulations. The Licensee will leave the Facility in good repair at the end of the License. The Licensee must leave the Facility in exactly the condition in which it was upon arrival including placement of furniture and equipment. The Licensee shall pay the School District for the costs of any repairs (including reasonable charges for the School District's staff time, equipment, and materials) that arise directly from the Licensee's use of the Facility, reasonable wear and tear expected. The Licensee is not permitted to perform any repair or maintenance work on the Facility, other than tidying and light cleaning. The Licensee will use the Facility for the purposes set out in the License only. No changes or alterations shall be made to any Facility unless expressly permitted and provided for in this License.
3. **REPAIRS/MAINTENANCE/NEW INSTALLATIONS.** The Licensee acknowledges that repairs, maintenance, and new installations to the facility will be completed by School District staff, or School District approved contractors only. The Licensee is not permitted to perform any repair or maintenance work, install new equipment or millwork on the License area, other than day to day light cleaning and applicable disinfection. Repairs and maintenance include, but are not limited to, janitorial services, snow removal, paint repair, repair or replacement of permanent fixtures, and provision of utilities.

FOOD AND BEVERAGE SERVICE:

16. **ALCOHOL & FOOD/BEVERAGE SERVICE.** All alcohol service by external user groups is prohibited. The licensee or participants are responsible to ensure they have obtained the appropriate permit(s) required for food service and have provided copies of said permits to the Facility Rentals Department a minimum of 15 business days prior to the date of use. (Including school, School District, or PAC groups).

LOCAL LAWS/REGULATIONS:

17. **COMPLIANCE WITH LAWS AND LICENSING REQUIREMENTS.** The Licensee shall comply at its expense with all fire, safety, health, and governmental and other regulatory authority requirements applicable to the Licensee or the Program including food safety, service, and health permits. The Licensee will pay all required fees as they become due and will maintain all required regulatory Licenses and certificates in good standing.
18. **COMPLIANCE WITH LOCAL REGULATIONS.** The Licensee shall comply with rules made by the school principal and by the School District.
19. **INCIDENT REPORTING REQUIREMENT.** An Incident Report form must be completed and submitted (available through the Facility Rentals Department) within forty-eight (48) hours whenever:
 - A. Medical/first-aid attention is administered.
 - B. Loss or damage to School District property occurs.
 - C. Any RCMP incident onsite related to your event occurs. (A police file number will be required.)

20. **FOR SCHOOL DISTRICT EMPLOYEES.** Employees of the School District are subject to the Staff [Conflict of Interest Policy 401 and Administrative Regulation 401.1](#), which address employee activities on Board property. Where applying for facility rental, employees must ensure that the proposed rental is consistent with the Policy and Administrative Regulation. If there is any question on the application of the Policy and Administrative Regulation to proposed rental, the employee must refer the question to the office of the Superintendent of Schools for determination.

GENERAL:

21. **PROHIBITED.** Chalk, confetti, glitter, paint, permanent markers, powder, rice, silly string, tape or any other adhesives and wax applied to ceilings, doors, floors, grounds, walls, and windows are prohibited. Additional charges for removal will apply.
22. **SMOKING, VAPING, CANNABIS, AND ILLEGAL DRUGS PROHIBITION.** The Licensee shall ensure that there is no smoking, vaping, the use of cannabis or illegal drugs in School District Facility or on School District Grounds by any of the Licensee's employees, volunteers, clients, or invitees. If smoking, vaping, or the use of cannabis persists, the Permit will be cancelled immediately. Health Canada granted an exemption from the [Controlled Drugs and Substances Act](#) to the Province of B.C. This is effective from January 31, 2023 to January 31, 2026.
23. **PERFUMES/COLOGNES.** The Licensee will not use any perfumes/colognes or any scented products while in the Facility. EXCEPTION: Smudging material
24. **FLAMMABLE/COMBUSTABLE MATERIALS.** The use of candles, open flames or any other smoke generating device on Board premises is strictly forbidden. Upon site approval, only propane barbecues will be permitted outdoors, provided that the event organizer/applicant supplies one fire extinguisher per barbecue unit. Indoor storage of propane tanks, flammable and combustible materials is prohibited. The use of Fog Machines must be approved by facilities before use. EXCEPTION: Smudging.
25. **ANIMALS.** The Licensee will not have any live animals in the School District Facility without express written consent unless they are a certified guide/service animal from a recognized accredited agency. [Please see SD33 Policy 610.](#)
26. **INTERNET/NETWORK.** The Licensee acknowledges that the only available network access for internet use, is the public network available at the Facility. The Licensee understands that they are able to use the public (visitor) network free of charge but are required to adhere to the School District's network guidelines for access and use. The public network will restrict internet access to any websites/applications deemed unsafe/inappropriate by the School District. The Licensee shall indemnify and hold harmless the School District and its officers, employees, servants, agents, and contractors from any and all loss, liability, claims or expenses arising out of the network use, accessibility, availability, strength, and reliability.
27. **ADVERTISING.** Promotions and advertising distributed by the Licensee will not be presented in such a way that the School District is seen to endorse or be connected to the Licensee or the specific activities of the scheduled event(s). No advertising in connection with a License shall be displayed on School District property, unless otherwise approved by the School District's Facility Rentals Department. School District Facility name can only appear on promotions and advertisements as a location site. School District staff will not respond to public inquires of any

kind regarding activities and events for which permitted use of space has been granted. Licensee should ensure clear contact information is displayed so public inquiries are directed towards the Licensee and not the School District. The Licensee should not advertise until they have received an approved License from the School District.

28. **ADMINISTRATIVE PROCEDURE 481- AUDIO / VIDEO RECORDINGS, PHOTOGRAPHY & LIVE STREAMING.** The School District takes the privacy and safety of students, staff, trustees, and visitors seriously. [Please review Administrative Procedure 481.](#)

SUPERVISION/EMERGENCY:

29. The Licensee must ensure participants have adequate First Aid Training and supplies. Access to the School District's single use medical supplies, outside of an AED where available, is not permitted.
30. The licensee must supply the school district with a fire safety plan when district staff are not on site during the event.
31. The school district reserves the right to request security be present during an event at the sole cost to the licensee through the districts approved security contractor.

Any use of the terms "rent", "rental" or "renter", or other such similar terms, either in the License Agreement or on the School District's website or online booking system, are to be interpreted as meaning "permit" or "permit holder" and are not intended to suggest or create a lease arrangement or any form of landlord and tenant relationship between the parties.

The District assumes no responsibility for the loss, destruction or theft of any personal items brought to a school, stored by the school or to any activity taking part on school property. (Equipment, Technology devices, Musical Instruments, means of transportation etc.)

CONDITIONS OF USE:

THE LICENSEE:

- Confirms that all details of use are included on this License. If actual usage of time/place varies from details outlined on this License, the Licensee may forego all rights to rent from the School District at the School District's sole discretion and additional fees will be charged to the Licensee.
- Acknowledges that additional security or custodial fees may apply in order to access typically closed sites or to provide necessary clean-up services.

PARTICIPANTS:

- **May not enter the facility more than 5 minutes in advance of their rental time and must leave by the designated end time. A \$75.00 charge will be applied to any Licensee that stays past their permit time end (5 minutes)**
 - Start Time: The start time on your permit is the access time and it **MUST** include any required allotment for set-up. If the school has not been opened and there is no sign of a custodian on site 5 minutes AFTER the license start time, the emergency numbers may be contacted.

- Finish Time: The finish time is when all participants must be out of the school. Ensure your program ends with enough time for “clean up” and exit the school by the permit end time.
- Groups will not be provided a key to the Facility.
- Will not prop doors open as it puts the building, licensee, and staff at risk unless security personnel/volunteer are placed at the door who confirms every person that enters the building is part of the rentals group or the space you are renting has direct access by exterior door.
- Must only use set of washrooms as designated by onsite custodial and/or in your permit.
- Will not block corridors, stairwells or exits at any time during use of space.
- Must wear clean, non-marking footwear inside the Facility, no exceptions.
- Will only park in designated parking stalls unless prior arrangements have been made with the School District and approved in writing.
- Will not block exterior or interior garbage, recycling, or organics bins.
- Are expected to remain in their designated areas only and away from any maintenance on-going at a site during a rentals period. If maintenance is infringing on the Licensee's rental area, the Licensee must inform the School District immediately at 604-845-0795 and by email to rentals@sd33.bc.ca.

THE LICENSEE OR THEIR REPRESENTATIVE MUST HAVE A COPY OF THEIR LICENSE ON THEM OR AVAILABLE ON A DIGITAL DEVICE AT ALL TIMES WHEN IN THE FACILITY DURING THE LICENSE PERIOD.

AFTER HOURS EMERGENCY PREPAREDNESS AGREEMENT:

When using School District facilities, the following emergency planning steps shall be agreed to, and adhered with, should an event occur and impact the Facility or surrounding community. It is further agreed that the Licensee shall appoint an Event Supervisor that will be responsible for coordinating and communicating actions and information required under a response scenario.

SCENARIO	EXPECTATIONS AND RESPONSE
Fire	• On first arrival of the agreed area(s) of use, identify and familiarize yourself with primary and alternate routes of evacuation posted at the Facility. Provide direction on these routes to participants within your user group. • On activation of the fire alarm, mandatory evacuation to the muster point or 100 meters from the building is required, and re-entry is not allowed until the Chilliwack Fire Department provides approval. *See exception below under Lockdown. • If evacuation is required, the Event Supervisor shall confirm all individuals have evacuated and report that confirmation outside to the custodial staff, if he/she is on site, immediately. The event supervisor will also contact the Facility Rentals Manager at 604-845-0795. • If fire is discovered: - Leave the area immediately. - Close doors behind you. - Activate the fire alarm from the closest pull station.

Lockdown	Should there be a threat within the Facility that would require a lockdown: • Stop all activities. • Gather participants in an area out of sight of windows and doors. • Lock room doors and windows and pull shades immediately, if possible, and turn off lights. Classroom and office doors can be locked by partnering agencies from the inside of the room if you have a key. • Maintain a calm environment. • Remain in the secured room until notified otherwise through the PA system or by the RCMP that the lockdown is terminated. • If unable to lock the room, secure the door by other means. (ex. furniture blocking door.) EXCEPTION: During a lockdown; disregard fire alarm unless immediate danger of smoke or fire.
Hold & Secure	Should there be a threat within the community that requires a hold and secure: • All exterior doors will be locked by District staff onsite. • Remain within your designated area(s) and follow direction of the onsite custodian or school district personnel. If school district personnel cannot be found or the situation appears concerning or dangerous, call 911 immediately. • Access in and out of the facility is not permitted.

SCENARIO	EXPECTATIONS AND RESPONSE
Intruder	If you notice someone not part of your group and you do not know why they are in the school: 1. Alert the custodial staff or nearby school district personnel. 2. If school district staff cannot be found call Griffin Security at 604-703-0888 or if the situation appears concerning or dangerous, call 911 immediately.
Persons Experiencing Homelessness or Drug Use Onsite	If there is a crime in progress, (vandalism, graffiti, altercation, etc.) call 911. Drinking of alcohol or drug use call Griffin Security 604-703-0888.
Medical Emergency	Seek immediate medical attention and immediately notify nearby custodial staff or school district personnel. Call the Facility Rentals Manager at 604-845-0795 for appropriate follow-up, scene preservation and so that the investigation protocols can be followed. It is important to know the location of the school's Automated External Defibrillator (AED). AEDs are available at all Chilliwack School District facilities typically by the gym or school office area.
Shelter in Place	Should there be a threat where a physical, biological, or chemical hazard exists outside the Facility that requires a place and shelter: 1. Close all windows and doors. 2. Inform custodial staff or school district personnel. 3. Stay away from exterior windows and doors. 4. Stay in the sheltered area until safe to evacuate or instructed to do so.
EMERGENCY GUIDELINES FOR A PIPELINE RELEASE <i>(Pipeline runs through Watson and Unsworth Elementary and Vedder Middle)</i>	School Guidelines: If a pipeline release is witnessed or suspected: • Leave the area immediately. • Move away in an upwind direction and warn others to stay away. • Call 9-1-1 and the Trans Mountain Control Centre (888-876-6711) from a safe place to report the release. • Do not operate school buses, or any vehicles, mechanical equipment, cellular phones, • electronic devices or any item that could create a spark near a suspected release. • Do not use lighters or matches near a suspected release. • Avoid contact with liquids or gases coming from the pipeline. • Do not attempt to operate valves on pipelines; and • Follow your school's notification and evacuation/shelter-in-place procedures. PROTECTION METHODS Once the extent of the pipeline emergency has been determined, school personnel can decide what response actions may be required. The most common immediate response actions for pipeline emergencies are: • Shelter-In-Place (stay indoors) • Evacuation

SCENARIO	EXPECTATIONS AND RESPONSE
EMERGENCY GUIDELINES FOR A PIPELINE RELEASE (CONTINUED)	- The decision to evacuate or shelter-in-place is based upon multiple factors including: - Location of the release. - Exposure to the release during evacuation. - Anticipated duration of the emergency and advice from Emergency Responders and/or Trans Mountain personnel. If exposure to the release is imminent, or if evacuation is likely to expose individuals to harmful substances, then sheltering-in-place would be the most suitable strategy. If advised to evacuate, or if it is safe for students and staff to leave the affected area, then evacuation procedures should be followed. General Shelter-In-Place Guidelines: - Notify all staff and students of the need to Shelter-In-Place. - Keep students/participants in the classroom until further instructions are given. If outside, students/participants will proceed to their classrooms if it is safe to do so. If not, direct students and staff into nearby classrooms or school buildings. When considering where to house staff and students inside the school it is important to consider the location and proximity to the identified pipeline release and ensure that shelter rooms are located as far from the release site as possible. - Secure individual classrooms as per school procedures. - Event supervisor, staff members, including custodial or emergency personnel, could consider the following: - Shutting down the classroom/building(s) HVAC system. - Turning off local fans in the area. - Closing and locking doors and windows. - Sealing gaps under doors and windows. - Sealing vents (if possible.) - Turn off sources of ignition, such as pilot lights.
Emergency Contacts:	Daytime School Days (7:30am – 3:00pm) NLC Office (Facility Bookings) <i>604-701-4978 Ext 5001</i> Evening School Days (3:30pm – 10:00pm) Sandra Bluda, Custodial Foreman <i>604-991-7626</i> Weekends and Non-School Days Bryce Stephenson, Manager of Facilities - CUSTODIAL <i>604-793-8325</i> All Days and Evenings Mark Klassen, Manager of Facilities – NLC/RENTALS/SECURITY <i>604-845-0795</i> Griffin Security Dispatch (24hrs) <i>604-703-0888</i>

APPENDICES:

1. All activities that are not school district-based functions require a signed permit that has been paid in accordance with the arrangements made at the time of booking, as well as proof of insurance prior to the start date. Outstanding accounts may result in loss of privileges. The School District may charge interest of 1.5% per month on any overdue accounts.
2. The **Licensee is required to provide a minimum of 5 business days prior to event start date** to request a booking through the Facilities Rental Department.
3. The Licensee agrees that there is no warranty expressed or implied on the part of Chilliwack School District as to the stability or conditions of the school premises and that the Licensee accepts that said premises at their own risk. The Licensee covenants to indemnify and save harmless the Board from all loss, cost, and damages which may arise consequently either directly, or indirectly of the granting of this agreement.
4. The Licensee understands and agrees that this agreement may be revised or cancelled at any time with or without cause and that in the event of such revocation or cancellation there should be no claim or right to damages or expenses.
5. Any party signing on behalf of the Licensee must be at least 19 years of age.
6. Advertisement and promotion materials pertaining to the booking, must be provided to the Facility Rentals Department prior to distribution and must be vetted through the School District.
7. The Licensee must ensure all requirements for booking are requested prior to first date of use. (i.e., room with a sink, tables, chairs, or audio/video equipment.)
8. The Licensee or Event Supervisor should arrive on time and are not permitted to enter the space prior to the end of the school day unless stated in your agreement.
9. The Licensee is required to have a credit card on file.
10. If the Licensee stays past the permit end time, they will be charged up to \$100.00 per occurrence.
11. The School Board reserves the right to deny access to School District facilities. As per [Policy 906](#) "School District facilities will not be used by groups or organizations where activities are not compatible with the values and beliefs of the School District."
12. The School District recognizes that smudging is practiced by many nations and is permitted on School District sites, subject to proper safety measures and [Administrative Regulation 920.1](#) completed by the Board designate. The Facility Rentals Department requires a minimum 10 business days' notice to implement [Policy 280 Smudging](#).
13. Smoking, vaping, or the consumption of alcoholic beverages and/or illegal drugs are strictly prohibited on all School District property.
14. All communication must be done through Facility Rentals Department and not school administration.

POLICE INFORMATION CHECKS

All adult instructors, adult employees, or volunteers (19 and older) of the Licensee's program who are on site at a Board owned property at any time must be Police Information Checked (PIC) with Police Information Check with Vulnerable Section Screening (PIC-VS) and a copy of the Criminal Record Check provided to the Facility Rentals office when requested.

GUIDELINES AROUND ALL RENTAL SPACES

- The doors to the facility will be unlocked until five (5) minutes prior to the booking and the facility is to be vacated promptly at the end of your requested time slot.
- The Licensee is responsible to provide all material required during the rental. Participants are not permitted to access or use any supplies left in teaching spaces.
- Participants must not erase any writing that is on any white boards as found upon arrival to the facility. All writing done by participants must be removed at the end of the booking. Participants are not permitted to write or draw any obscene gestures, objects, and other material not suitable by District standards.
- The event supervisor is responsible to monitor all attendees and ensure there is no damage to the room, or any items left in the classroom, including property belonging to staff and students.
- Access to the inside of student's desks and the teacher's desk is not permitted.
- Participants are not permitted to wear cleats inside the schools, no exceptions.
- Participants must leave the room(s) in the exact condition as found upon arrival to the facility. We recommend taking photos at the start and end of the rental to ensure all items are placed back correctly.
- Groups are expected to remain in their designated areas only. The adult supervisor in charge of the rental is responsible for admitting participants, monitoring their conduct, and ensuring they stay in the area specified on the rental agreement.
- Access to equipment may be revoked at any time by the School District and is subject to review annually.
- Acts of verbal, physical or emotional abuse by the License Holder or any Attendees will not be tolerated. Where acts of abusive behavior occur, all rights of the License Holder under this License Agreement will terminate immediately and the School District will be entitled to retain all monies and fees paid or payable under the License. [Policy 3.13 Safe Schools](#)

CLASSROOM / LIBRARY/ MULTI-PURPOSE ROOM USAGE:

- If the Licensee or participants are using rented projector(s) from the School District they must be powered off at the conclusion of each day rented.
- Participants must leave the room(s) in the exact condition as found upon arrival to the facility. We recommend taking photos at the start and end of the rental to ensure all items are placed back correctly.
- Groups are expected to remain in their designated areas only. The adult supervisor in charge of the rental is responsible for admitting participants, monitoring their conduct, and ensuring they stay in the area specified on the rental agreement.
- No food or drink is permitted unless authorized by the Facilities Rental Department in advance. Requests for food/beverage service must be made a minimum of 10 business days prior to the rental, additional fees for custodial may apply.

GYMNASIUM USAGE:

- Appropriate footwear must be always worn in the school building. For gymnasiums, running shoes must be non-marking.
- No food or drink is permitted in the gymnasiums, unless authorized by the Facilities Rental Department in advance. (Water is permitted.)

RENTAL / USE OF SD#33 EQUIPMENT

- Access to volleyball/badminton nets and/or stanchion poles is determined by the school site and granted to the Licensee by the Facility Rentals Department if approved. Fees may apply.
- The onsite custodian will provide access to the equipment room for rented equipment only. Participants are responsible for the set-up/take-down and return of all rented items back to the equipment room. Equipment must be placed back in the exact place it was retrieved from and in the exact condition it was found.
- The Licensee will not have access to any balls, cones, pinnies, shuttlecocks, rackets, pickle ball or other equipment. Any additional supplies must be provided by the licensee.

SOCCER

- U10 and older require the use of a futsal ball for indoor use.

BASEBALL / SOFTBALL TRAINING:

- The Licensee will be held responsible for any damage caused by baseball activities.
- No baseballs or softballs are permitted inside the schools. Participants must use foam or whiffle balls for practice.

BASKETBALL:

- Access to basketball hoops is hereby granted to the Licensee by the Facility Rentals Department.
- Participants are required to return all hoops back to the original height found upon arrival at the Facility.
- Participants are not permitted to adjust the hoops to the maximum adjustable height. There must be some room left for flexibility. The adjustment of the hoops to maximum height may result in damage to the hoops, lighting and/or projection equipment.
- Damage caused to the hoops by the Licensee or participants will result in repair costs being charged back to the Licensee.

NEIGHBOURHOOD LEARNING CENTRE (NLC) USAGE:

- Only the School District and its partnering agencies will be able to access this space unless special permission is granted in writing by the Facilities Rental Manager.
- Technical services are not available unless prior arrangements have been made with the Facilities Rentals Department or the activity falls within the hours of operation of staff onsite, no less than 5 business days prior to the booking; additional charges may apply.
- Room access will be permitted five (5) minutes prior to the stated start time on the permit and the space is to be vacated promptly at the end of your requested time slot.
- All signs and items brought in by the licensee and participants must be removed at the end of the booking.
- All rented spaces must be set back to the exact condition as when found upon arrival, room set up maps are posted on the wall.
- The NLC may have reduced hours during any school closure dates.

THEATER USAGE:

- The doors to the facility will be locked until five (5) minutes prior to the booking and the facility is to be vacated promptly at the end of your requested time slot.

- No food or drink is permitted in the theater, no exceptions. Additional space may be rented for approved food/beverage service. Requests for additional space must be made a minimum of 10 business days prior to the rental, additional fees will apply.
- Theater access does not include access to technical equipment including projectors, sound equipment or lighting equipment.
- Equipment fees will be charged on all rented equipment.
- Access to technical equipment if permitted by the school must be pre-arranged with the Facility Rentals Department no less than 10 business days prior to the date of rental.
- Special conditions may apply.
- **Theater use will be determined by the Facilities Rentals Department.**

STORAGE:

- Chilliwack School District has no permanent storage available on site. The Licensee may be granted permission to store select items on District Property, on a temporary basis & additional charges may apply. The District is not responsible for theft or damaged items.

WINTER BREAK / SPRING BREAK / SUMMER RENTALS:

- The Licensee acknowledges summer rental sites are limited and shared spaces with the School District, maintenance staff, custodial team cleaning and other rental groups.
- Available facilities will vary annually and are subject to change based on the needs of the School District.
- Approved rentals are subject to change due to maintenance or where the District requires access to the space. Alternate space will not be accommodated. A refund or credit will be provided.
- Participants must use only one entrance as directed by the School District or onsite custodial staff and must stay away from any areas where maintenance is being performed.
- Participants are responsible to post signage or have a designated meeting area for all attendees. All signage must be removed at the end of the rental period.
- Groups are expected to remain in their designated areas only. The adult supervisor in charge of the rental is responsible for admitting participants, monitoring their conduct, and ensuring they stay in the area specified on the rental agreement.

FOOD/BEVERAGE SERVICE:

- The Licensee or participants who will be preparing and/or serving food and/or drinks will be required to obtain the necessary food permit(s) as per Fraser Health's food preparation and service guidelines.
- The Licensee is responsible to ensure they have obtained the appropriate permit(s) required and have provided copies of said permits to the Facility Rentals Department a minimum of 10 business days prior to the date of use.
- Information regarding guidelines and applying for a permit can be found at <https://www.fraserhealth.ca/health-topics-a-to-z/food-safety/requirements-for-food-businesses#.XR4bsuipGUk> or by contacting Fraser Health at 604-930-5415.
- Alcohol service is not permitted at any Chilliwack School District sites.

MONTHLY PAYMENT PLANS:

- The Licensee is hereby granted permission to be on a payment plan for the duration of the current school year.
- Monthly Payments are automatically generated based on usage for the upcoming month plus any additions made during the current month. Payments will be taken on the last day of the previous month.
- Split or equal payments are not accepted unless authorized by the District Facilities Department.
- If your permit is made mid billing cycle you will be charged upon approval.

PAYMENT METHOD:

- **A valid Visa or MasterCard must be uploaded to your eBASE account.**
- Monthly payments can be made by Visa, Mastercard, or Debit in office. We do not accept combination Credit/Debit cards or pre-paid credit cards.
- **Credit Card – This will be kept on file and charged on the last day of each month for the time used within that month.**

AMENDMENTS OR CANCELLATIONS:

- School District Administration reserve the right to cancel community events.
- All rentals and lease agreements are subject to cancellation in the event of a strike or labour dispute.
- User groups are required to provide written notification of intent to cancel a booking a minimum of 10 business days prior to event start date in order to receive a refund. **If it is after the 10 business days, you will not receive a refund/credit and you will also be charged a \$75.00 cancellation fee.**
- The costs of any additions made to your license in the current month will be charged at the time of change. (ie. Administrative Fee or Cancellation Fee.)

DECLINED PAYMENTS:

- The Licensee is responsible to ensure payments are not declined. If a payment is declined, a member from the Facility Rentals Department will contact you for another form of payment.
- If the payment continues to be declined the School District will require payment in full for the remainder of the rental. Future permits will be required to be paid in full prior to the start of the permit.

MEDIA AND PRIVACY:

- The School District takes the privacy of its students and staff seriously. If the License Holder or Attendees are accessing the Facility while school is in session, or when School District events are taking place, no photos or video footage in which students or School District staff appear may be taken, except with the written approval of the School District and with written consent of the photographed or recorded students and/or staff. A License Holder may not set up video surveillance equipment that may record images or sound other than the direct images or sounds of their booked activity or event. [Please refer to Administrative Procedure 481.](#)

PORTABLE TOILETS:

- The Licensee may source and place portable toilet(s) on the grounds of the facility and spaces as listed on this license, for the duration of this license only. Permission and location must first be granted by the Facilities Rental Manager. The portable toilets must be removed by end of the last day as listed on this license at the licensee's expense. The Licensee accepts full responsibility for the replacement of portable toilets on the grounds of the facility as listed on this license. The Licensee is fully responsible for all damages or injuries that may be caused by the use and placement of portable toilets at the facility listed on this license.
- The Licensee agrees that if the portables must be left over night, they must be chained to the fence at the facility and door locked for security and safety reasons.