

COMMUNITY RELATIONS

Policy 804.4-G (previously 1004.4-G)

Schedule of Charges for Use of School Facilities

1. School facilities shall be provided free of charge to Richmond school/parent groups and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.
2. The following hourly charges shall apply to all Richmond non-commercial groups or Richmond organizations not included in Category 1 above; e.g., Richmond religious organizations, Richmond groups offering educational services, Richmond organizations booking through the Recreation and Leisure Department.

• Gymnasium (Secondary)	\$46.00
• Large Foyer/Lounge (Secondary)	\$44.00
• Gymnasium (Elementary)	\$44.00
• Multi-Purpose Room/Library (Elementary)	\$44.00
• Cafeteria without Teaching Kitchen	\$44.00
• Changing Room & Showers	\$44.00
• Classroom/Small Foyer	\$21.00
• Kitchen	\$21.00

*(*Use of school facilities reserved through the Recreation and Leisure Department, City of Richmond, shall be charged on an annual basis, as agreed between the two parties.)*

3. The following hourly charges shall apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties and dances:

• Gymnasium (Secondary)	\$128.00
• Large Foyer/Lounge (Secondary)	\$100.00
• Gymnasium (Elementary)	\$100.00
• Multi-Purpose Room/Library (Elementary)	\$100.00
• Cafeteria without Teaching Kitchen	\$100.00
• Changing Room & Showers	\$54.00
• Classroom/Small Foyer	\$38.00
• Kitchen	\$38.00

Notwithstanding the above (1, 2, 3), the minimum hourly charge shall be \$33.50 where the services of a rental custodian are required, with a minimum of 3 hours on weekdays and 4 hours on weekends.

4. Facilities will be provided free of charge to the School Board Employees' Union for parties, dances, and meetings on the understanding that custodial services are provided by the Union.

Adopted: 05 March 1990
Revised: 06 March 2006
Revised: 01 July 2006
Revised: 22 May 2012
Revised: 06 October 2014

Revised: 04 May 2015
Revised: 31 May 2017
Revised: 01 July 2018
Revised: 01 July 2019

5. Additional charges:

- Chairs \$95.00 when it is necessary to bring in
- Tables \$95.00 chairs/tables to the school being used
- Parking lot rental \$400 per day

6. Rental charges for all daycares will be on an hourly basis as follows:

- 2019/2020 \$8.00 per hour per room
- 2020/2021 \$8.25 per hour per room
- 2021/2022 \$8.50 per hour per room

In the case of daycares only, a room will mean a classroom, a multi-purpose room, or a gymnasium. Custodial cost for daycare coverage shall be \$28.05 per hour.

GST applies to all rental charges.