



September 3, 2009

Re: Changes in Langley School District's Facilities Rentals

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As a valued renter of our facilities, I wish to inform you of some changes that will be implemented for the upcoming year:

- 1) Rental rates have been unchanged since 2004. A survey amongst our peers has shown that our rates were extremely low and in some cases did not come close to recovering our costs. Rates have been adjusted to place us in the middle of the pack when compared to other school districts and still offer a great value.  
(Please see attached rate sheet)
- 2) The School District is in the process of implementing a new software program that will give potential renters the ability to search all of our available facilities on-line to find suitable rental space which will be operational shortly.
- 3) For our larger rental groups we will create user-friendly monthly invoices that will cover the rental period. To streamline administrative functions, please send in post-dated monthly cheques for the duration of your rental period. At the end of the rental period, the Finance Department will reimburse your group for any cancellations.

If you have any questions, feel free to contact me @ 604-532-1430.

Sincerely,

Rick Teubner, SCMP, CPM  
Manager, Purchasing & Logistics  
Langley School District

**REGULATIONS – COMMUNITY USE OF SCHOOL BUILDINGS AND  
GROUNDS**

**FEE SCHEDULE BASIC RATES**

	<b>Non Profit</b>	<b>3 hour Min.</b>	<b>Nominal</b>	<b>3 hour Min.</b>	<b>Base</b>	<b>3 hour Min.</b>	<b>Full</b>	<b>3 hour Min.</b>
<b>Elementary</b>								
Classroom	5.00	n/a	7.00	21.00	14.00	42.00	28.00	78.00
Staffroom	7.00	n/a	7.00	21.00	14.00	42.00	28.00	78.00
Library	7.00	n/a	7.00	21.00	14.00	42.00	28.00	78.00
Half Gym	7.00	n/a	14.00	42.00	21.00	63.00	42.00	126.00
Full Gym	7.00	n/a	14.00	42.00	28.00	78.00	56.00	168.00

	<b>Non Profit</b>	<b>3 hour Min.</b>	<b>Nominal</b>	<b>3 hour Min.</b>	<b>Base</b>	<b>3 hour Min.</b>	<b>Full</b>	<b>3 hour Min.</b>
<b>Secondary</b>								
Classroom	5.00	n/a	9.00	27.00	17.00	51.00	34.00	102.00
Staffroom	7.00	n/a	10.00	30.00	21.00	63.00	42.00	126.00
Library	7.00	n/a	13.00	39.00	28.00	84.00	56.00	168.00
Half Gym	10.00	n/a	13.00	39.00	28.00	84.00	56.00	168.00
Full Gym	14.00	n/a	21.00	63.00	42.00	126.00	80.00	240.00
Cafeteria	14.00	n/a	21.00	63.00	42.00	126.00	80.00	240.00

**REGULATIONS - COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS**

**USER GROUPS AND TYPE OF ACTIVITY (cont'd)**

<b>Rental of Facilities for <u>Youth</u> Related Programs, Services &amp; Activities</b>	<b>Subsidized Fee</b>	<b>Nominal Fee</b>	<b>Base Fee</b>	<b>Full Fee</b>
<b>Subsidized fees for rental where:</b> Activity is "not for profit", fees are not charged, instructors are not paid and the meeting, program or activity is organized by a registered society or group to provide services for the youth in our community	✓			
<b>Nominal fees charged for rental where:</b> Nominal fees are charged to youth participating but only for basic supplies. Instructors or organizers may be paid a small nominal wage (approximately minimum wage). Activity is attempting to be run on "break even" basis.		✓		
<b>Base fees charged for rental where:</b> Fees are charged to youth participating and individuals or groups organizing and giving instruction or providing service are being paid a reasonable wage or,  the activity is a special event, tournament, fund-raiser, summer camp or event where fees are charged to either participants or public attending and the result of the event is one that raises funds for the group.			✓  ✓	
<b>Rates for youth groups from outside of our District:</b> Rental requests would be classified using same criteria shown above but outside groups would be "bumped up" one category related to fees.		✓	✓	✓

**Examples of Some Youth Athletic Rental Groups:**

Youth Soccer	Youth Martial Arts	Minor Hockey
Youth Baseball	Youth Basketball	Youth Football Cheerleaders Practice
Youth Figure Skating	Youth Soccer	Parks and Rec. Programs for Youth
YMCA Programs for Youth	Youth Special Olympics	Above groups from Outside the District

**Examples of Some Youth Arts & Cultural Rental Groups:**

Youth Dance Groups	Children's Choir	Youth Art Classes
(ethnic & various styles)	Above Groups from Outside the District	
Music Classes		

**Examples of Some Community & Social Groups Offering Programs for Youth:**

4H Clubs	Pony Clubs	Church Youth Groups
Langley Boys & Girls Club	Scout, Guide & Brownie Clubs	Above Groups from Outside the District