

## Facility Rentals – Rental Rates

**Email:** [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) | **Phone:** 604-595-6084 | **Address:** 14033-92<sup>nd</sup> Avenue, Surrey, BC V3V 0B7 |

**Business Hours:** Monday to Friday 8am-4pm, excluding statutory holidays

### Rate Categories

- **Community Group** – bookings not affiliated with an organization booking for recreational or private events.
- **Non-profit** – registered non-profits (certificate of incorporation required)
- **Profit** – all other renters

### Applications

- Applications must be submitted no less than 15 business days in advance (excluding statutory holidays). As much notice as possible is always best.
- Bookings must be made with start and end times on the hour (i.e. 5pm-6pm, not 5:30pm-6:30pm).
- All spaces must be booked for the full duration of time requested
- Secondary schools are generally unavailable for regular weekly rentals (*Monday to Friday*)
- No Interior bookings (*except licensed childcare*) are permitted on October 31<sup>st</sup> annually

### Amendments/Cancellations

- Amendments or cancellations incur a fee of \$35/change per license from July 1, 2024 – June 30, 2025.
- Fees apply once the application has been submitted.

### Capacity

- Classrooms – 20 people
- Libraries (Elementary & Secondary) – 30 people
- Elementary and Secondary Gyms – [click here](#)
- Theatres – [click here](#)

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### Additional Fees (Hard Costs):

Bookings during [school closures](#) may incur additional fees for security, caretaking, trades services, or equipment rentals.

School closures include weekends, statutory holidays, winter/spring/summer breaks, first pro-d in May and any other day where the school is closed with no staff in attendance.

Security and/or caretaking services may also apply for events exceeding 40 people, serving food/drink, or based on the event type, space usage or rental hours.

- Security - \$30/occurrence
- Custodial - \$80/hr, 2 hour minimum per day booked – *subject to review based on event details*

### Equipment Rental

Sites may offer select equipment for rental, including nets, poles, and/or stanchions only. Equipment like balls, cones, and pinnies are not available for rental.

Equipment rental requests are not guaranteed. For a list of rentable equipment [click here](#). Note, this list is subject to change.

### Afterschool Programs

Afterschool programs are those that start within 15 minutes after the instructional day has ended. Programs/sessions with a start time of 3 pm or later are not considered after school programs but rather afternoon/evening programs. Rental rates will include an 'extra fee' for flyer distribution.

### Contact Us

For additional information or any questions please contact the Facility Rentals Department during regular business hours of Monday to Friday 8am-4pm, excluding statutory holidays

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### Rental Rates Effective July 1, 2024 – June 30, 2025

Rates (\$/hour)	<b>Monday to Friday</b> School operating days  *Minimum 1 hour rental		<b>Any Day School Is Not In Session</b> Weekends, District Pro-D, School Closures  *Minimum 2 hours/rental  <i>When booking 10+ days at one school, the Monday to Friday rate will apply</i>	
Facility/Space	Non-Profit & Community Group	Profit	Non-Profit & Community Group	Profit
Cafeteria/Hub (Seating Area Only)	28	98	50	118
Classroom Staff Room PAC Kitchen Hallway	19	46	28	55
Field Tennis Court Track Playground	19	44	29	51
Gym – Elementary or Secondary Small	28	98	50	118
Gym – Secondary Large	45	153	81	182
Home Ec. + Trades Rooms	36	83	42	97
Library – Elementary	20	73	37	53
Library - Secondary	22	83	42	97
Parking Lot – Elementary	24	89	45	109
Parking Lot – Secondary	26	91	47	111
Preschool/Before & After School Care (per space)	10	15	10	15

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Theatre	68	163	95	190
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<b>Sports Equipment</b> – once/week usage *Equipment is subject to approval and not guaranteed	<b>37 or more sessions</b>	<b>3-36 sessions</b>	<b>1-2 sessions</b>
Badminton Poles and/or Nets	\$255	\$170	\$90
Indoor Soccer Nets (Hockey Nets)	\$190	\$150	\$70
Mats – soft blue mats in gym	\$120	\$90	\$40
Piano	\$255	\$170	\$90
Volleyball Nets and/or Stanchions	\$255	\$170	\$90

<b>Equipment</b> – Per Day or Flat Fee Per Space *Equipment is subject to approval and not guaranteed	
Chairs	\$1.50 each / day or \$100 / month
Gym Floor Covering	\$350/occurrence
Lectern/Podium	\$40 / day or \$85 / month
Music Stands	\$1.35 each / day
Projector	\$50 / day or \$90 / month
Score Board (Digital)	\$85 / day
Tables	\$8 each / day
Theatre Lighting	\$40 / day or \$85 / month
Theatre Sound	\$40 / day or \$85 / month

<b>Additional Fees</b>	<b>Rate</b>
Amendment Fee	\$35/change after application submitted
Cancellation Fee	\$35/License
Custodial Cleaning Fee (School Closures/Special Events)	\$80/hour *2-hour minimum
Custodial Cleaning Fee (Childcare – School Days)	\$40/hour *2.5-hour minimum per week
Custodial Cleaning Fee (Childcare – Non School Days)	\$80/hour *2.5-hour minimum per week
Flyer Distribution (After school programs only) *after school programs are those that start within 15 minutes after the instructional day has ended. Programs/sessions with a start time of 3pm or later are not considered after school programs but rather afternoon/evening programs.	\$110
Grounds Clean Up – Parking Only	\$80/hour *2-hour minimum

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Grounds Clean Up – Events & Food Service	\$80/hr *4-hour minimum
Security Runner	\$30/occurrence
Security Static Guard	\$30/hour *4-hour minimum
Safe School Liaison	\$70/hour *4-hour minimum
Shared Equipment Fee	\$600/program per space
Key Deposit	\$100 (refundable)
Electronic Security Pass (37+ sessions)	\$600/year *Childcare and weekend rentals only. Subject to a trail period and not guaranteed
Student Tech (Theatre Rentals)	\$20-\$25/hour *2-hour minimum
Theatre Manager/Supervisor (Theatre Rentals)	\$25-\$30/hr *2-hour minimum