

## ADMINISTRATIVE PROCEDURE #506

# UTILIZATION OF SPACE AND FACILITIES

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## BACKGROUND

The buildings and facilities of the District are provided and maintained under the provisions of the *School Act* and School Regulations.

## PROCEDURES

Whenever community needs do not conflict with the program of public education, access to school buildings and facilities may be provided according to the following priorities:

1. Basic School Programs  
Instructional and educational support programs serving District students.
2. Community Education Programs  
Educational programs such as adult education, continuing education, and early childhood education operated by the Board's Community & Continuing Education Department.
3. Other Educational Programs  
Educational programs serving child care centres, senior citizens, and post-secondary groups.
4. Local Tax-supported Bodies  
Local and municipal tax-supported organizations and service institutions such as the Burnaby Parks and Recreation Department and the City of Burnaby.
5. Public Institutions  
Programs operated by public associations or organizations, other than the Board, which serve community needs on a non-profit basis and provide proof of their non-profit registration provided by the Business Registration Center of BC.
6. Community Service Agencies  
Incorporated service societies, institutions, or organizations which are open to the public will be given access on a "term lease" at a rate based upon incurred operating cost (within guidelines and cost formulae developed and administered by the Secretary-Treasurer).

7. Individuals or Groups of an Independent or Commercial Nature

Any interest or groups engaged in a service or commercial enterprise will be provided access following approval by the Secretary-Treasurer or designate. The lease or rental rate will be based upon commercial rates. In considering such requests the Board will give attention to:

- a. the effect of the proposed use upon the facility and its environs; and,
- b. the long-term economic and social implications of the proposed use upon the Board and the community.

Applications for use falling in Priorities 1, 2, 3, 4, and 5 shall be submitted to the Secretary-Treasurer who may, upon the recommendation of the Superintendent, approve access. The request shall then be reported to the Board.

Applications for use in Priority 6 and 7 shall be submitted to the Secretary-Treasurer or designate for consideration.

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Date Adopted: 1979-09 Cross References:  
Date(s) Revised:  
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