



To: Parks, Recreation and Cultural Services
Committee

Date: July 11, 2012

From: Vern Jacques
Director, Recreation

File: 11-7400-20-
BCGA1/2010-Vol 01

Re: BC Summer Games Bid 2016

Staff Recommendation

That:

1. The City of Richmond decline the opportunity to bid as a host for the 2016 BC Summer Games as requested by Richmond Sport Council for the reasons outlined in the report entitled "BC Summer Games Bid 2016" from the Director, Recreation dated July 11, 2012.
2. A letter be sent to Richmond Sports Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the B.C. Summer Games.

Vern Jacques
Senior Manager, Recreation
(604-247-4930)

Att. 4

REPORT CONCURRENCE			
ROUTED TO: Enterprise Services Sport Hosting	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

In early 2012, the City received a letter of invitation from the BC Games Society inviting it to bid as a host for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018 (**Attachment 1**).

At the Richmond Sport Council (RSC) meeting on February 15, 2012, City staff informed RSC about this invitation. RSC determined that they would be interested in hosting the 2016 BC Summer Games and subsequently sent a letter to Mayor Brodie, seeking support from Mayor and Council in bidding to host this event (**Attachment 2**). This letter was forwarded to City staff for a response. This report responds to this request.

Background

BC Games Society is the parent organization responsible for the BC Summer Games, BC Winter Games and BC Seniors Games. The BC Summer Games is a bi-annual event. Recent host cities include Township of Langley (2010), Kelowna (2008), Kamloops (2006) and Abbotsford (2004). Upcoming host cities are Surrey in 2012 and Nanaimo in 2014.

This report considers whether the City should consider bidding on the 2016 event, which is scheduled for July 21-24. Up to 3,700 athletes (aged 11-18 years) compete in 23 different sports over these 4 days. Over 3,000 spectators generally attend with an estimated 3,500 local volunteers required to support the event.

Requirements for Hosting the BC Summer Games

There are a significant number of requirements for hosting the BC Summer Games, which are fully outlined in **Attachment 3**. The key requirements are:

- A municipality must submit the bid (it cannot be submitted by Richmond Sport Council).
- Bid deadline is September 10, 2012.
- Council resolution required (indicating support, with minimum contribution of \$45,000 cash and \$50,000 in-kind).
- School Board resolution required (agreeing to use of school facilities for events and accommodation, as well as use of school buses, at no cost to host society or BC Games Society).
- School Board Union resolution required (endorsing City's bid and acknowledging volunteer opportunities for their members).
- Non-profit Host Society with an elected Board of 15 Directors must be established to oversee administration of the Games. The host community must employ an Operations Manager (generally required full-time for a year prior to the event).
- Host city must be able to provide facility requirements for 23 core sports, as well as space for a variety of other uses (e.g. administrative office, accreditation centre, venue for opening and closing ceremonies, dining venue, etc).
- All participants must be housed within School District classrooms (up to 200 classrooms for up to 4,000 athletes). Hotel rooms and billeting are not permitted.

- Host community is responsible for transporting participants, officials and dignitaries around within Richmond.
- 3,500 volunteers are likely required to support the event.

Games Budget

There is no standardized budget supplied by the BC Games Society. The cash budget range for the BC Summer Games is between \$850,000 and \$1,200,000. These cash budgets do not include the contra services provided by host community or sponsors. The BC Summer Games are funded by:

- BC Government's Ministry of Community, Sport and Cultural Development (\$600,000).
- Participant registration fees (approx. \$118,500).
- Host City support (minimum \$95,000 – split into \$45,000 cash plus \$50,000 in-kind support of services and facilities).
- Corporate cash sponsorship (approx. \$30,000 - \$200,000, plus in-kind product or service sponsorship of between \$200,000 and \$800,000 to offset budget expenses).

A financial legacy remains in each host community after the Games. This legacy is comprised of profits from souvenir sales, interest earned on BC Games grants and savings from the Host Society operating budget. Recent legacy amounts to host communities' range from \$75,000 (Township of Langley in 2010) to \$175,000 (Abbotsford in 2004).

Analysis

Staff have evaluated the pros and cons associated with hosting the 2016 BC Summer Games in Richmond, and have assessed the City's ability to meet the various bid requirements. Staff have also liaised with Richmond School District staff, given the bid requirements for them to provide facilities (in particular accommodation). The Board of Education (Richmond) discussed RSC's request at its June 18, 2012 meeting, and their letter to RSC (**Attachment 4**) states their support, while advising that the use of school facilities would be charged at the non-profit rate.

Strategic Targeting of Sport Hosting Events

While the Major Events Strategy supports hosting multi-sport games such as the BC Summer Games, the City's Sport Hosting Strategy 2010-2015 aims to specifically target high profile events that attract large numbers of out-of-town visitors to stay in hotels and spend money in Richmond. If the City commits to hosting the 2016 BC Summer Games, it may lose the opportunity to host significant high profile events that provide a higher return on investment.

The following events are tentatively planned for the City of Richmond for the same time period as the planning and organizing work for the 2016 BC Summer Games would need to take place:

- *2016 Canadian Adult Recreational Hockey World Cup* (150 teams from around the world; 10,000 total hotel room nights; hosted every 4 years. Richmond is well placed to win the bid, as the previous host was an eastern city).
- *World Junior Judo Championship* (could happen 2014-2017; Richmond is positioned to host the next international Judo event that is awarded to Canada).
- *2016 Pan American Karate Championship* (City is currently working with Karate Canada on a feasibility study to host this event).

- 2014 or 2015 North American Masters Games (Vancouver/Richmond are conducting a feasibility study on a masters games for masters athletes in North America).

These high profile international events would likely require City resources i.e. financial support (seed money), as well as a significant number of staff, facilities and volunteers.

Showcasing Richmond

Hosting the 2016 BC Summer Games provides an opportunity to showcase Richmond as a healthy, physically active and enthusiastic sport community, as well as providing opportunities for exhibiting local cultural performers. Hosting an event such as this also promotes City sport venues (i.e. the Richmond Olympic Oval, Watermania etc.) to organizers of other large sport events, such as Provincial Sport Organizations.

Facility Requirements

Richmond has the capacity to support 20 of the 23 core sports (although the City does not control all the facilities and their use would require negotiation with the various owners/operators). The Host Society would need to secure venues for sailing, water skiing and wakeboarding in adjacent municipalities. Richmond also has suitable facilities for accreditation, ceremonies, medical and food services.

Facilities needed for the Games are typically already in heavy use during this period, therefore, many regularly scheduled community sport activities will have to be interrupted to enable the BC Summer Games to take place. These include summer programs, league play and drop-in sessions for aquatics, arenas, community centres, and outdoor field sports. There would be the associated loss of revenue with the displacement of these programs and activities.

Community Support

There is significant community support to host an event such as this. RSC has demonstrated a willingness to work with the City to prepare a bid and help host the 2016 BC Summer Games. The event would increase community pride and would profile Richmond to many BC residents as a great place to live, visit and play. Richmond also has most of the facilities required to host a successful BC Summer Games in 2016.

Hosting the BC Summer Games requires significant community volunteer effort. The event would provide enjoyable and meaningful volunteer opportunities for many Richmond residents, and would build on the existing pool of volunteers skilled in sport hosting. However, there are an estimated 3,500 volunteers needed to support the four day event. A volunteer Board of Directors would need to recruit, train and direct the efforts of these community volunteers. There is always the potential for not enough volunteers being recruited, and may need to be supplemented using City staff. Both communities that hosted the most recent BC Summer Games in the Lower Mainland (Langley and Surrey) have had to contribute additional staff resources to address their shortages of skilled volunteers.

Funding Considerations

There are a number of financial/funding issues that need to be considered in determining whether to support a bid:

- Hosting the 2016 BC Summer Games would require a considerable contribution from the City in terms of funding, free use of facilities and staff resources (including a senior manager and/or member of Council on the Host Society Board of Directors to represent the City's interests and another City staff person to be the City Liaison for the Games). Based on discussions with other recent host cities, there is a significant difference between likely Host Community costs as stated in the bid package, and the actual final costs. The discrepancies come from the un-stated costs of staff time, office, storage, equipment and supplies needed, city-supplied transportation and the loss of income from displaced programs and facility rentals.
- A resolution from City Council indicating support for the Bid Application is required which includes a minimum commitment of a \$45,000 in cash financial contribution to the Host Community Board of Directors, plus a minimum of \$50,000 in-kind services will be provided. Staff time spent working on the Host Society Board, coordinating City services for the Games and liaising with Games officials would be extra. Also any potential loss of revenues as a result of any displacement of community programs is also not included. Actual budgets from previous BC Summer Games do not include any line item for city staff involvement, or city supplied facilities and services, yet research has shown there was a significant amount of both.
- Council may wish to seek corporate sponsorship to help defray the costs of staging the 2016 BC Summer Games. However, this may compete with other City-initiated fundraising programs taking place at that time (i.e. festivals, events and tournaments).
- The anticipated financial legacy after the Games is estimated at between \$75,000 - \$175,000. This is low in comparison to the financial contribution required by the Host Community.
- Historically, legacy funds were available to host cities prior the event, in order to upgrade facilities. This is no longer the case, and therefore any facility upgrades needed to host the Games would be at the City's expense.
- Hosting the BC Summer Games requires a considerable contribution by the Richmond School District in providing use of its school sport facilities, classrooms and several buses free of charge for 4 days. The Board of Education (Richmond) has provided a letter of support indicating that school facilities and services can be provided at the non-profit rate and not free of charge as is expected by the B.C. Games Society. This could amount to in excess of \$200,000 for the buses, drivers and approximately 800 classroom days.

Estimated City Costs

The following are estimated costs to the City of Richmond, should the City be awarded the 2016 BC Summer Games. These costs are based on discussions with other recently held BC Summer Games communities.

Financial contribution in cash to Host Society	\$45,000
Services in kind (Note: the minimum required for the bid is \$45,000)	
• Staff	
o 1 full-time Operations Manager for 12 months (benefits included)	\$120,000

o 5 Office Assistants for 6 months (benefits included)	\$60,000
• Office and admin costs (loss of facility rental, power, phones, etc).	\$25,000
• Equipment storage facility (container rental) for 6 months	\$3,000
• Equipment delivery, setup, removal (e.g. bleachers, barricades, City stage, tents etc)	\$25,000
• Misc. City costs, litter, setup, takedown, field lining, custodial services etc.	\$45,000
• Traffic control for ceremonies and some events (e.g. triathlon)	\$20,000
• Net cost of use of City controlled facilities including loss of rental and program income (Oval, city rinks, pools, gyms, fields etc.)	\$70,000
• Overnight security at some venues	\$7,000
• Capital improvements for Games facilities (beach volleyball courts etc.)	\$50,000
Total	\$470,000

Revenues

The City will likely not earn any facility rental revenues as a result of the Games because there is an expectation that City facilities will be supplied free of charge. Any budget surplus after the Games would be the City's to use as desired. Financial legacies from BC Summer Games held since 2004 ranged from \$75,000 to \$175,000.

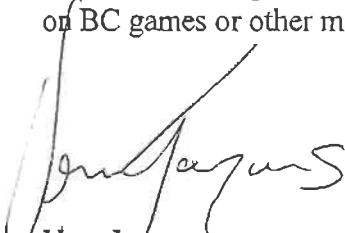
Financial Impact

There is no financial impact associated with this report, as staff is recommending that the City not pursue a bid for to host the 2016 BC Summer Games.

Conclusion

Although Richmond has most of the facilities required to host a BC Summer Games and a strong corps of skilled community volunteers, it is not a recommended event for the City to pursue. The benefits associated with taking on this complex multi-sport Games event are expected to be less than the estimated investment of staff time and resources needed to deliver the Games.

The BC Summer Games generate limited local tourism spending as the athlete accommodation, food services and transportation are provided through the use of School District facilities, buses and volunteer services. There are negligible financial benefits in terms of legacy funds. Finally, there is an opportunity cost associated with putting resources (cash and in-kind contributions of staff time, etc) into hosting this event, which would limit the availability of City resources and volunteer capacity needed for hosting other events that would provide substantially greater community benefit. Declining to bid at this time does not prejudice the City's position in regards to future bids on BC games or other multi-sport events.



Vern Jacques
Director, Recreation
(604-247-4930)



Our File: 4020-20

February 1, 2012

His Worship Mayor Malcolm Brodie
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mayor Brodie:

It is with great pleasure that the BC Games Society, on behalf of the Province of BC and the Ministry of Community, Sport and Cultural Development, invites your community to bid to host one of the following premier events in BC sports. Bids are now being accepted for the:

2016 BC Winter Games
2018 BC Winter Games

2016 BC Summer Games
2018 BC Summer Games

Since 1978, when the BC Summer Games were first held in Penticton, the BC Winter and BC Summer Games have been a catalyst for volunteer and community development, while being a springboard for some of BC's most successful athletes. Past hosting cities have spoken about the positive impact Games have provided them, the increase in community spirit, and the opportunity for their residents to rally around a proactive opportunity. Also mentioned are the economics of the BC Games; recent measured spending related to Games hosting ranges from \$1.8M for a BC Winter Games, to \$2.6M for the Summer event. The majority of this spending is by family and friends attending the Games, cheering on their favourite athlete. With sport tourism on the rise, the BC Winter and BC Summer Games are a perfect opportunity to highlight your city's facilities, sport culture, and community pride.

Each successful hosting city will receive grants to support the operations of their BC Games, and the highly praised *Transfer of Knowledge* program associated with the BC Games Society culture of leadership and excellence. Games staff will support your volunteers, ultimately numbering in the thousands, through timelines, examples, and encouragement.

Submissions, based upon the requirements in the attached Bid Package, will be accepted by the BC Games Society until 4:00 pm, Monday, September 10, 2012.

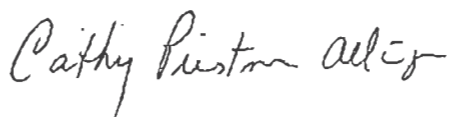
All submissions will be reviewed by the BC Games Society Bid Evaluation Committee, which will forward their recommendations to the society's Board of Directors. It is anticipated winning communities will be announced by the Minister responsible for Sport in November 2012.

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While there will be a bid meeting of interested cities in March, any questions prior to that meeting may be directed to Kelly Mann at 250.387.1375.

Thank you for considering the BC Winter and BC Summer Games as an opportunity for your community and region. We wish you the very best for a successful bid.

Sincerely,



Cathy Priestner Allinger
Chair
BC Games Society



Kelly Mann
President and CEO
BC Games Society

CPA/KJM/jr
encl.

pc: Dave Semple, General Manager, Parks & Recreation
Mike Romas, Manager, Sport Hosting, Richmond Olympic Oval



Richmond Sports Council

ATTACHMENT 2

April 3, 2012.

Mayor Malcolm Brodie
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Dear Mayor Brodie,

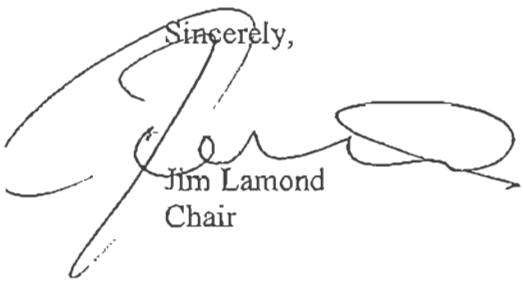
Further to the enquiry from the BC Games Society in regard to the City hosting the 2016 or 2018 BC Summer or Winter Games., I am pleased to confirm that at the Richmond Sports Council meeting of March 13, 2012, it was unanimously endorsed that the that Sports Council submit a bid to host the 2016 BC Summer Games.

Sports Council are seeking the support of Mayor and Councillors to host the 2016 BC Summer Games as these games are the Development Games for the Youth of the Province and would be a great connection to the Richmond Sports for Life Program.

Our base of volunteers and directors from our last games are all willing to participate and it would also be a perfect opportunity to highlight Richmond's facilities for sports and culture and of course, our community pride.

We look forward to your response.

Sincerely,



Jim Lamond
Chair

cc: Councillors
City staff

BID REQUIREMENTS

The BC Games Society is now accepting bids for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018. The bid deadline is September 10, 2012. Bids must be submitted by the host City. Bids received from agencies other than BC municipalities will not be accepted.

Bids must include:

- A resolution from City Council indicating support for the Bid Application, which includes a minimum commitment of a \$45,000 cash contribution to the Host Non-Profit Society and at least \$50,000 in-kind services and facilities will be provided;
- A resolution from the School Board to endorse the City's bid to host the 2016 Summer Games and to have agreed to allow the use of school facilities for sport events and to accommodate participants at no cost to the Host Society or BC Games Society and to provide the use of school buses to transport Games participants at no cost to the Host Society or BC Games Society;
- a resolution from the School Board's union to endorse the City's bid and acknowledges that the BC Games is an opportunity for their members to volunteer (i.e. drive buses, and custodians to maintain schools during the Games);
- Capability to support all core sports with adequate facilities, including letters of initial confirmation from venue managers of core sport facilities.
- Identification of appropriate accreditation centre, participant dining venues and Opening and Closing Ceremony venues;
- Accommodations for up to 4,000 athletes (i.e. an estimated 200 school classrooms at a maximum of 20 participants per classroom);
- Available rooms for storage of equipment such as bikes, sports equipment etc. and;
- Ability to transport participants during the Games.

Games Administration Requirements

The host community for the BC Summer Games must form a non-profit Host Society with an elected Board of 15 Directors to oversee the administration of the Games. It is the responsibility of this Host Society to plan and implement the Games. The BC Games Society provides direction, resources, and support to the Host Society and their volunteers as they develop their plans for the Games. Typically one or more City staff and/or civic leaders are elected to represent the host community on the Board, and staff liaisons from the host community and School District are appointed to work with the Host Society for approximately an 18 month period leading up to the Games.

The BC Summer Games Society provides event management guidance to the local Host Society by providing two Event Managers who are based in Victoria. The host community must employ an Operations Manager for the Games. The Host Community must fund the remuneration for this position and other employees. Discussions with other Games host communities indicate that this position is required on a full-time basis for a period of no less than 12 months leading up to the Games. An additional 5 temporary Office Assistants are needed for the 6 months prior to the Games.

Facility Requirements

The host community must have the capability to provide the minimum facility requirements for 23 core sports listed below.

Sport	Maximum Number of Participants
Athletics (track and field)	372
Baseball	174
Basketball	214
Canoe/Kayak	115
Diving	82
Equestrian	109
Golf	95
In-line Hockey	140
Lacrosse - Box	190
Lacrosse - Field	190
Rowing	80
Rugby	258
Sailing	97
Soccer	264
Softball	344
Swimming	220
Synchronized Swimming	105
Towed Water Sports - Waterskiing and Wakeboard)	100
Triathlon	70
Volleyball –Court	236
Volleyball - Beach	80
Wrestling	190
TOTAL	3,725

In addition to sport venues, the host community must also be able to provide adequate facilities for:

- Providing an Administrative Office space for conducting Games business operations.
- An Accreditation Centre (large indoor space in which to efficiently accredit up to 3,700 athletes).
- A Ceremony venue (for up to 3,700 athletes, 3,500 volunteers and 3,000+ spectators) for the Opening and Closing Ceremonies.
- A Medical Facility and provision of first aid at all venues.
- A Food Services Dining Venue capable of serving Games participants for the 4 days with seating up to 3,700+ participants.
- Storage for Games equipment and supplies.

Accommodation Requirements

The Games has a requirement that all participants are to be housed in School District classrooms at a maximum of 20 participants per classroom. Hotels rooms and billeting is not permitted. A total of 200 classrooms may be needed to house the participants. Richmond Sport Council has requested free use of school classrooms and sport facilities from Richmond School District and volunteer custodial services from the union representing Richmond School District custodians.

Additional hotel accommodation is needed for sport officials and BC Games dignitaries which must be funded by the Host Society's Budget.

Transportation

The Host Community is responsible for transporting participants, officials and dignitaries around the community once they arrive. Richmond Sport Council has requested free use of school buses from Richmond School District and volunteer bus drivers from the union representing Richmond School District bus drivers.

Volunteer Requirements

The estimated number of volunteers needed to host the BC Summer Games is 3,500. The number of events held, their complexity and the number of participants who attend determine the volunteer requirements. In addition to the 15 Host Society board members, the following volunteer functions will need to be recruited, trained, assigned, and recognized:

- Accommodations
- Administration
- VIP Services
- Ceremonies
- Communications
- Food Services
- Fundraising and Sponsorship
- Medical and Security
- Marketing, Advertising and Promotions
- Protocol
- Registration and Results
- Security
- Sport
- Special Events
- Transportation
- Volunteer Coordination



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June 20, 2012

ATTACHMENT 4

Mr. Jim Lamond
Chairman, Richmond Sports Council
Minoru Sports Pavilion
7191 Granville Avenue
Richmond, BC
V6Y 1N9

Email: jlamond1@telus.net

Dear Mr. Lamond:

2016 BC Summer Games

Thank you for your letter dated May 7, 2012 requesting support for Richmond to host the 2016 BC Summer Games. I would take this opportunity to advise that the Board of Education (Richmond) discussed this at its June 18, 2012 meeting and would be pleased to provide a letter of support.

For your convenience I have attached the Board's Policy 1004.1-R: *Community Use of Schools* that provides for "major community events exempt from cancellation", as well as Policy 1004.4-G: *Schedule of Charges for Use of School Facilities*. The *Schedule of Charges for Use of School Facilities* applied for these games would be at the non-profit rate.

Please contact the Secretary Treasurer no later than 6 months in advance of the dates that you wish to use school facilities to ensure that such facilities are available.

Sincerely,

Mrs. Donna Sargent, Chairperson
On Behalf of the Board of Education (Richmond)

- c: Trustees
- M. Pamer, Superintendent of Schools
- M. De Mello, Secretary Treasurer
- ✓ D. Weber, City Clerk, City of Richmond

Board of Education:
 Donna Sargent - Chairperson
 Grace Teang - Vice Chairperson
 Rod Belleza Kenny Chin Norm Goldstein
 Debbie Tablotney Eric Yung

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"OUR FOCUS IS ON THE LEARNER"

PRCS - 33



Community Use of School Facilities

School facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

Priority

The following order of priority will be adhered to in the use of school facilities:

- School extra-curricular programmes
- Continuing Education classes
- School community groups
- Groups booked through the Richmond Leisure Services Department
- Other non-profit community groups and agencies
- Profit-oriented groups
- Others.

Once a reservation is accepted through the office of the Secretary-Treasurer, cancellation will only occur if the facility reserved is required by the school, by the Division of Continuing Education, or for some special function such as an election. A minimum of 7 days' notice will normally be given in the event that cancellation is necessary.

*** Due to the need for a year round commitment, special consideration will be given to churches for Sunday Services.**

Application

The School District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Liability

Persons using schools and School Board property are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Community groups using the schools are urged to take out Public Liability Insurance.

Holidays

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs; however, every effort will be made to accommodate groups during this period.

Equipment

Gymnasium equipment may be used only with the permission of the school principal.

Consumption of Alcoholic Beverages on School Board Property

Specific requests to consume alcohol on School Board property will only be considered for school related activities and any such request must be submitted, in writing, to the Superintendent of Schools for approval. Such approvals will be restricted to the consumption of wine and/or beer, and must fall within the following categories:

1. School Parent Advisory Groups (no more than one function per year);
2. School related functions such as reunions of past staff and students. (A group may be asked to post a \$300 [or greater] cash deposit.)

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Yearly Reservations

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Seasonal, Annual, and Regularly Recurring Reservations

- (a) Schools shall submit their schedule of reservations for the following school year prior to June 15.
- (b) The Continuing Education office shall submit a statement of requirements for the following school year prior to August 15.
- (c) All other applications for seasonal, annual, and regularly recurring reservations shall be submitted by September 15 for the following school year; late application, i.e. submitted after September 15, shall lose their priority in relation to applications received prior to September 15.

Time of Use

Saturdays and Sundays - all schools 8:00 a.m. to 1:00 a.m.

Weekdays - commencement- secondary schools 6:00 p.m.
- elementary schools 5:00 p.m.

Note: With the concurrence of the school principal, an earlier commencement may be arranged.

Latest closing times:

With a member of the regular custodial staff:	10:30 p.m.
With a rental custodian:	1:00 a.m.

Supervision

A School Board employee shall be on duty at all times whilst the community is using the school. The School Board does not accept liability or responsibility for the supervision of community activities. The Board's employee who is on duty during the event will provide direction as to the appropriate use of the Board's facility. The community is required to ensure that there is appropriate supervision of their activities.

Public Address System

Groups using the school shall not have the use of the school public address system without the permission of the school principal.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of school facilities shall be submitted by the principal to the offices of the Secretary-Treasurer and the Operations Manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

Damage, Loss or Theft

Groups using school facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. the organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. the organizers have put their request in writing to the Secretary-Treasurer six months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school principal (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)

- v. the facilities required in the school, and
 - vi. any other information that pertains to the use of the school during the event;
3. the event has 100 or more participants, exclusive of spectators;
 4. pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid 2 weeks in advance of the event.

Rental Charges

The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of rental charges shall be available from the Rentals Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Special requests for access to School Board buildings and grounds which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Superintendent of Schools for approval. Charges for such special rental situations shall be set on an individual basis by the Superintendent of Schools.

Capacity

Seating capacity - Gymnasium, up to 1200 (In accordance with the Fire Marshall's regulations)
 - Activity Room, up to 300

Dance capacity

- Boyd Gymnasium 800 (new)
- Boyd Gymnasium 800 (small)
- Burnett Gymnasium 600
- Cambie Gymnasium 885 (gym 1)
- Cambie Gymnasium 885 (gym 2)
- London Gymnasium 900 (large)
- London Gymnasium 700 (small)
- McRoberts Gymnasium 600
- Palmer Gymnasium 600 (main)
- Palmer Gymnasium 265 (auxiliary)
- McNair Gymnasium 626
- Richmond Gymnasium 850 (large)
- Richmond Gymnasium 550 (small)
- Steveston Gymnasium 475
- Full Size Activity Rooms 275

Use of Gymnasiums and Activity Rooms

The Board shall establish, from time to time, such rules and regulations as it considers appropriate for the use of gymnasiums and activity rooms. All users shall be advised of the rules and regulations when making arrangements through the Rentals Clerk.

Removal of Litter

Groups using School Board facilities are requested to ensure that material discarded by any member of the group is removed before the facility is vacated.

Instructions to School Board Employees

The Board shall establish, from time to time, such instructions as it considers appropriate to School Board employees in charge of school usage and the Rentals Clerk shall ensure that all employees in charge of school usage receive a copy of the regulations approved by the Board.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Board Concurrence: 05 March 1990

Board Concurrence with Revision: 28 August 1995

Board Concurrence with Revision: 18 September 1995

Cross References

402.11-Smoking and Alcohol Consumption on Board-Owned and Leased Property and in Board Vehicles

[View Policy](#)

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) - \$42.00
- Large Foyer/Lounge (Secondary) - \$40.00
- Gymnasium (Elementary) - \$40.00
- Multi-Purpose Room/Library (Elementary) - \$40.00
- Cafeteria without Teaching Kitchen - \$40.00
- Changing Room & Showers - \$40.00
- Classroom/Small Foyer - \$19.00
- Kitchen - \$19.00

(*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) - \$118.00
- Large Foyer/Lounge (Secondary) - \$92.00
- Gymnasium (Elementary) - \$92.00
- Multi-Purpose Room/Library (Elementary) - \$92.00
- Cafeteria without Teaching Kitchen - \$92.00
- Changing Room & Showers - \$50.00
- Classroom/Small Foyer - \$35.00
- Kitchen - \$35.00

Notwithstanding the above (1, 2, 3), the minimum hourly charge shall be \$32.00 where the services of a rental custodian are required.

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.

5. Additional charges:

- | | |
|----------------|---|
| Chairs \$88.00 | when it is necessary to bring in |
| Tables \$88.00 | chairs/tables to the school being used. |
| Plano \$88.00 | |

6. Effective September 1, 2012 the rental charges for all daycares will be on a hourly basis as follows:

2012/2013 \$6.75 per hour per room
2013/2014 \$6.75 per hour per room
2014/2015 \$7.00 per hour per room

In the case of daycares only, a room will mean a classroom, a multi-purpose room, or a gymnasium.

GST applies to all rental charges.

Adopted: 05 March 1990
Board Concurrence with Revisions: 06 March 2006
Board Concurrence with Revisions 01 July 2006
Board Concurrence with Revisions: 22 May 2012