

**This process is applicable for every event or program happening on school grounds (this includes both inside and on the field)**

## Program & Event Booking Process

Modified: June 2021

**Is the event or program directly School Sponsored?**  
*Event or Program is supervised by SD44 employee who is on site for the entire duration of the event*

YES

*Eg. Sports Teams, School Clubs, Meet the Teacher night, School winter concert, PAC run events with SD44 supervision*

NO

*Eg. PAC organized events run by 3rd parties (i.e. after school programs, first aid courses).*

**Yes**

*Entire event is under the care and control of SD44 employee(s) - CRCs, SD Liability, Emergency Contact info in place.  
3rd party vendors, volunteers etc -- follow current process for vetting and liability*

**No**

*Event or program is organized, and under the supervision, care and control of a 3rd party (even if it's organized by PAC or school)*

**Is the program or event during Community Use Hours?**

*Elementary - After 5:30pm on School Days or Anytime on Non-School days.  
Secondary - After 5:30pm on Fridays or Anytime on Non-School days.*

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YES

**Book with SD44 Rentals**

*(No Charge Space + Extra Custodial Services if required)*

*SD44 Rentals will block field with NVRC as required*

NO

**Does the event require additional custodial services (extra cleaning)**

YES

**Book with SD44 Rentals**

*(No Charge space + Extra Custodial Services)*

*SD44 Rentals will block field with NVRC as required*

NO

*No further action required to book.*

YES

**Book with SD44 Rentals**  
*(who will liase with NVRC as required for field use).*

NO

**Have dates, times and location(s) & any equipment use been approved by School Admin**

YES

**Book with SD44 Rentals**  
*noting in request that the program dates, times, locations have been approved by School Admin*

NO

*If no, seek approval for all dates, times and locations prior to proceeding*

*SD44 Rentals determines fees as applicable and cleaning requirements. Produces contract & sends to event contact for signature, liability insurance and payment*

*Once signed contract, insurance and payment received, program can proceed.*

\*

**For questions or booking, please contact:**  
rentals@sd44.ca  
604-903-4611

\* Note: Advertising of non-school sponsored programs by PACs (i.e. after school programs) must clearly state that participants are under the care and custody of the 3rd Party and the only affiliation with the school is the location. Registration for 3rd party programs is to be handled directly by the 3rd Party who is responsible for collecting all participant information.