

Lunch & After School Programs

Guidelines & Process

As a reminder, lunch and after school programs that are not directly school-supervised programs or events, must have **a paid rental agreement and insurance in place with the School District**. This will ensure that the space is blocked and that groups are assigned the responsibility of supervision and liability. Rental rates for after school programs are based on our published rate schedule.

After School Programs are only for students of the school where the program is being offered and start within 15 minutes after the instructional day has ended. Rooms are rented as is and there is no use of school equipment or storage included in rentals.

Steps for Confirming Lunch Time or After School Programs:

- School Administration approves of the program offering, use of spaces (indoor or outdoor), the dates and times that the program will be offered
- PAC or organizer emails this completed form (on page 2) to rentals@sd44.ca and CC's school administrators
- PAC or organizer advises After School Program Vendors to complete Facility Rental Application and send to rentals@sd44.ca
- Rentals cross checks the Vendor's Application Form with this "Lunch and After School Program" form submitted by the school / PAC and issues contract, collects payment and insurance
- After School Groups confirm with PAC once the contract, insurance and payment are completed

Please ensure that timing allows for the total time required, including set up and take down. As a reminder, spaces must be left in exactly the same condition as found. Custodial charges may apply and will be determined by the Rentals Department.

Please ensure that you take into account any early pro d days or early dismissal days and adjust the time required accordingly.

Resources:

- Rentals Website for Facility Rental Application and Rates Schedule: <https://www.sd44.ca/District/Rentals/>
- Parent Portal: [PAC Events & Programs - North Vancouver School District](#)

Lunch & After School Programs Form

To be sent by the School / PAC organizer to rentals@sd44.ca and CC'd school administrators

Name of Person Completing Form: _____ Today's Date:_____

School Name: _____

Name of Program	Facilities Required	List Exact Dates Required (be sure to exclude pro d days, holidays)	Time Required (note any dates where program time is changed due to early dismissal)	Name of Organization	Contact Person at Organization
Eg. After School Basketball	Eg. Gym	Example: Thursdays Oct 16, 23, 30, Nov 6, 13, 20, Dec 4, 11 2025. 8 Sessions. Excludes Nov 27	Example: 3pm to 5pm all days except Nov 13 2pm-4pm (early dismissal)	Eg. Triple A Bball	Eg. John Smith

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