

Social Event Requirements

*Applies to Community Groups requesting Indoor Facility Rentals for non-sport or meeting purposes
Field rentals are available for booking through North Vancouver Recreation and Culture (NVRC), [HERE](#).*

Required for all Events

Complete a Minimum of 30 days in advance of the event		
<input type="checkbox"/>	Rental Contract	Visit https://www.sd44.ca/District/Rentals to fill out a Facility Rental Application form and review rental policies and fees.
<input type="checkbox"/>	Applicable Rental Fees and Deposits	This may include a security deposit, field restoration fee, or other fees as specified by the School District for the type and size of event.
<input type="checkbox"/>	Liability Insurance	All events taking place on North Vancouver School District property, whether indoors or outdoors, require liability insurance that meets the following requirements: <ul style="list-style-type: none"> - A minimum of \$5 million per occurrence - Names "The Board of Education of School District #44 (North Vancouver)" as additional insured. - Must align with the Rental Contract and be under the Event Organizer or Organization's name
<input type="checkbox"/>	Custodial Services & Fees	A school district representative is required onsite for the duration of the event including set up and take down time, and additional time to open the space before the event and clean and secure the space after the event. The amount varies based on the type and size of event.
<input type="checkbox"/>	Review "Important Event Considerations"	Review the list of Important Event Considerations at the bottom of this document.
Complete a Minimum of 10 business days in advance of the event		
<input type="checkbox"/>	Zero Waste Management Plan	The event organizer is required to ensure compliance with the Metro Vancouver material bans (recyclables and organic materials are banned from garbage) and may be charged if these items enter the garbage stream. The Event Organizer is required to provide a summary of a zero waste management plan for the event, including: <ul style="list-style-type: none"> - provision of on-site recycling - provision of any additional receptacles required for waste management

		<ul style="list-style-type: none"> - removal of all generated waste, recycling and organics from site after the event <p>Please consider hiring an organization that specializes waste management.</p>
<input type="checkbox"/>	Site Map	<p>Submit a site map identifying the location of all elements of the event.</p> <p>If a safety plan and/or portable washrooms have been requested by the School District, please ensure that these are included on the site map.</p>
<input type="checkbox"/>	Site Safety Plan	<p>Event safety features should be in place and documented. All events in which the public is invited to attend are required to have first aid available.</p>

Requirements for Events with Food

<input type="checkbox"/>	Temporary events permit from Vancouver Coastal Health	<p>All events and markets serving food to the public require a temporary events permit from Vancouver Coastal Health. Information on how to apply can be found here: https://www.vch.ca/en/service/temporary-events-markets-permits#wysiwyg--42096</p>
<input type="checkbox"/>	Food Vendor Liability insurance	<p>Each food vendor (caterers, food trucks) must provide proof of liability insurance that meets the following requirements:</p> <ul style="list-style-type: none"> - A minimum of \$5 million per occurrence - Names "The Board of Education of School District #44 (North Vancouver)" as additional insured. - Names the host person or organization as additional insured.
<input type="checkbox"/>	Food truck additional requirements	<p>In addition to insurance, food trucks are required to also:</p> <ul style="list-style-type: none"> - Confirm that they are completely self sufficient and will not access School District utilities - Provide proof of a CNV or DNV business licence (depending on the municipality in which the event is being held)

Requirements for Events with intent to consume or serve alcohol

<input type="checkbox"/>	Complete the Requirements for Events with Alcohol	<p>Visit https://www.sd44.ca/District/Rentals to review the full list of requirements for events with alcohol, which must be completed prior to the event.</p>
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Requirements for Events with Higher Risk Activities, including but not limited to Mechanical Rides, Climbing Walls, Bouncy Castles or other inflatables		
<input type="checkbox"/>	Technical Safety BC operating certificate	All rides and inflatables require a Technical Safety BC operating certificate. The supplier or operator of the equipment must provide a valid copy.
<input type="checkbox"/>	Activity Vendor Liability insurance	Each “ride” or “activity” operator must provide proof of liability insurance that meets the following requirements: <ul style="list-style-type: none"> - A minimum of \$5 million per occurrence - Names “The Board of Education of School District #44 (North Vancouver)” as additional insured. - Names the host person or organization as additional insured.
Other Requirements as requested by the School District		
<input type="checkbox"/>	Other Involved Organization’s 3 rd Party Liability Insurance	Each 3 rd party organization involved in the event must provide the event organizer with proof of liability insurance that meets the following requirements: <ul style="list-style-type: none"> - A minimum of \$5 million per occurrence - Names “The Board of Education of School District #44 (North Vancouver)” as additional insured. - Names the host person or organization as additional insured.
<input type="checkbox"/>	Municipal Fire Occupant Load	Certain events may require the event organizer to provide an approved occupant load from the municipal fire department
<input type="checkbox"/>	Portable washrooms	SD44 may require certain events to have portable washrooms on site.

Important event considerations

Safety & security

- The School District is not responsible for event equipment, set-up or supplies before, during, or after the event. All event items must be removed at the end of the rental period.
- Event organizers are responsible for communicating School District policies to event attendees and ensuring that these policies are adhered to at the event. This includes the following:
 - Smoking, vaping, cannabis use and other intoxicants are not permitted in District Facilities or on District properties. Alcohol may be permitted with advance permission and provided that the Requirements for Events with Alcohol are satisfied.
 - No animals, other than service animals, are permitted at events on School District property. This includes animals as event elements such as pony rides, petting zoos

Public access & Neighbourhood concerns

- In consideration of local residents, please position your activities and entertainment so as to minimize noise impact on nearby homes. Sound levels should be set with neighbourhood impact being a primary consideration.

Custodial Services Inclusions and Limitations

- Custodial services are limited to providing access and servicing the washrooms and base building. Specifically:
 - The provision of access to the space, servicing the washrooms during the event, floors and common areas during the event in case of emergent issues, servicing washrooms and floors at the end of the event, and securing and closing the space.
- This does not include cleaning or removing any rented items, decorations etc. The space must be left clean at the end of the rental period.

Condition of Space, Clean-up & Damage

- All spaces used must be left clean and in good condition.
- Event organizers are responsible for ensuring clean-up of garbage and waste during the event and following the event
- Event organizers will be held responsible for extraordinary costs associated with their event, for example, if extra policing, or management staff are called out to deal with problems directly associated with the event, these costs will be charged back to event organizers.

Items that are not permitted

- Any source of open flame is not permitted.
- Confetti and sparkles are not permitted.
- Items are not permitted to be affixed to walls in such a way that they are not easily removed
- Items are not permitted to be affixed to the floor as all adhesives cause damage to the floor finishing