

## Social Event Requirements – For Schools

*This document applies to all social events that are organized for the students and families of the school and communicated through school channels*

### School Social Events fall into one of the below categories:

Category A	Category B
<p>Events in this category <b><u>meet all</u></b> of the following criteria:</p> <ul style="list-style-type: none"> <li>• For invited School Community Members Only (not for general public)</li> <li>• In a Controlled Environment (attendees are in a specific space which is supervised)</li> <li>• Does not include higher risk elements such as mechanical rides, commercial food vendors, inflatables</li> <li>• School sponsored and supervised for duration</li> <li>• Covered by SPP (School Protection Program)</li> </ul> <p>Examples might include: Ice Cream Social, Pancake Breakfast, School Fun Day</p>	<p>Events in this category have <b><u>one or more</u></b> of the following attributes:</p> <ul style="list-style-type: none"> <li>- Are open to the public or have been advertised to the public in some way</li> <li>- Have Higher Risk Elements. Examples include but are not limited to Mechanical Rides, Bouncy Castles or Inflatables, Multiple outside vendors</li> <li>- Include Alcohol</li> <li>- Are not SD44 supervised for the duration</li> </ul> <p>Examples might include: Carnival or Fair, Public Fundraiser</p>

## Requirements for “Category A” School Social Events

**These events are for the school community only in a controlled environment, school sponsored and supervised for the duration of the event.**

<input type="checkbox"/>	Room/ Field block in place	<p>If the event occurs outside of regular school hours, the space must be blocked in the rentals system to ensure there are no conflicts. This can be done either by:</p> <ul style="list-style-type: none"> <li>- Submitting the date as part of the school blocks in late May/ early June of the previous school year</li> <li>- Logging into the rentals system (PerfectMind) to make the block</li> <li>- Emailing <a href="mailto:rentals@sd44.ca">rentals@sd44.ca</a></li> </ul> <p>*Note that in order to guarantee the space, the block needs to be placed in May/ Early June in the year prior. After that, space is subject to availability</p>
<input type="checkbox"/>	Site Supervision	Name of SD44 person supervising for duration of event
<input type="checkbox"/>	Custodial Services & Fees	This amount varies based on the type and scope of event, time of day. Please refer to Custodial Services Flowchart for more information
<input type="checkbox"/>	Food Safe	If food is being served at the event, there must be a person on site for the duration of the event that is trained in Foodsafe Level 1
<input type="checkbox"/>	3 <sup>rd</sup> Party Liability Insurance for any commercial organizations involved	Each 3 <sup>rd</sup> 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"> <li>- A minimum of \$5 million per occurrence</li> <li>- Names “The Board of Education of School District #44 (North Vancouver)” as additional insured.</li> </ul>

## Requirements for “Category B” School Social Events

Complete a Minimum of 30 days in advance of the event		
<input type="checkbox"/>	Identify the Event Organizer	Named Event Organizer who is the person/ group responsible for completion of all requirements
<input type="checkbox"/>	Obtain Approval of Event Concept	Events that are organized for members of the school community and communicated to potential attendees through school channels, must have the school administrator’s approval in order to hold the event.
<input type="checkbox"/>	Rental Contract	<p>A Facility Rental Contract must be obtained in the name of the organizer. Visit <a href="https://www.sd44.ca/District/Rentals">https://www.sd44.ca/District/Rentals</a> to fill out a Facility Rental Application form.</p> <p>*Note to schools- an admin block may be placed initially hold the space for the event, however, a fully executed rental contract is required for the event to take place.</p>
<input type="checkbox"/>	Applicable Rental Fees and Deposits	<p>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.</p> <p>Events organized for all students of the school (and their families) do not incur Facility Fees. Events for adult members of the school community only, incur fees at the Adult Non – Profit rate.</p>
<input type="checkbox"/>	Liability Insurance	<p>All events taking place on North Vancouver School District property, whether indoors or outdoors, require liability insurance that meets the following requirements:</p> <ul style="list-style-type: none"> <li>- A minimum of \$5 million per occurrence</li> <li>- Names “The Board of Education of School District #44 (North Vancouver)” as additional insured.</li> <li>- Must align with the Rental Contract and be under the Event Organizer’s name</li> </ul>
<input type="checkbox"/>	Custodial Services & Fees	<p>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 when the event is occurring, and the type and size of event.</p>
<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"/>	<p>Zero Waste Management Plan</p>	<p>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.</p> <p>The Event Organizer is required to provide a summary of a zero waste management plan for the event, including:</p> <ul style="list-style-type: none"> <li>- provision of on-site recycling</li> <li>- provision of any additional receptacles required for waste management</li> <li>- removal of all generated waste, recycling and organics from site after the event</li> </ul> <p>Please consider hiring an organization that specializes waste management.</p>
<input type="checkbox"/>	<p>Site Map</p>	<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"/>	<p>Site Safety Plan</p>	<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 Higher Risk Activities, including but not limited to Mechanical Rides, Climbing Walls, Bouncy Castles or other inflatables**

<input type="checkbox"/>	<p>Technical Safety BC operating certificate</p>	<p>All rides and inflatables require a Technical Safety BC operating certificate. The supplier or operator of the equipment must provide a valid copy.</p>
<input type="checkbox"/>	<p>Activity Vendor Liability insurance</p>	<p>Each “ride” or “activity” operator must provide proof of liability insurance that meets the following requirements:</p> <ul style="list-style-type: none"> <li>- A minimum of \$5 million per occurrence</li> <li>- Names “The Board of Education of School District #44 (North Vancouver)” as additional insured.</li> <li>- Names the host person or organization as additional insured.</li> </ul>

Requirements for Events with Food		
<input type="checkbox"/>	Food Safe	If food is being served by non-commercial individuals or groups, regardless of whether the event is open to the public or not, there must be a person on site during the event that is trained in Foodsafe Level 1
<input type="checkbox"/>	Temporary events permit from Vancouver Coastal Health	All events and markets serving food to the public require a temporary events permit from Vancouver Coastal Health. <a href="https://www.vch.ca/en/service/temporary-events-markets-permits#wysiwyg--42096">https://www.vch.ca/en/service/temporary-events-markets-permits#wysiwyg--42096</a>
<input type="checkbox"/>	Food Vendor Liability insurance	Each food vendor (caterers, food trucks) must provide proof of liability insurance that meets the following requirements: <ul style="list-style-type: none"> <li>- A minimum of \$5 million per occurrence</li> <li>- Names "The Board of Education of School District #44 (North Vancouver)" as additional insured.</li> <li>- Names the host person or organization as additional insured.</li> </ul>
<input type="checkbox"/>	Food truck additional requirements	In addition to insurance, food trucks are required to also: <ul style="list-style-type: none"> <li>- Confirm that they are completely self sufficient and will not access School District utilities</li> <li>- Provide proof of a CNV or DNV business licence (depending on the municipality in which the event is being held)</li> </ul>
Requirements for Events with intent to consume or serve alcohol		
<input type="checkbox"/>	Complete the Requirements for Events with Alcohol	Visit <a href="https://www.sd44.ca/District/Rentals">https://www.sd44.ca/District/Rentals</a> to review the full list of requirements for events with alcohol
Other Requirements as requested by the School District		
<input type="checkbox"/>	Other Involved Organization's 3 <sup>rd</sup> Party Liability Insurance	Each 3 <sup>rd</sup> 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"> <li>- A minimum of \$5 million per occurrence</li> <li>- Names "The Board of Education of School District #44 (North Vancouver)" as additional insured.</li> <li>- Names the host person or organization as additional insured.</li> </ul>
<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