

## Vancouver Board of Education Rental Policy

The Board supports the use of schools by non-profit community and commercial groups provided it does not impact K-12 programs. Rental rates for all school facilities and grounds is established by the Board and includes full cost recovery of long and short term capital and operating costs.

### Responsibility

Persons or groups who rent school facilities must undertake to prevent damage and obey all City by-laws, including fire and safety regulations.

### Availability

The Vancouver School Board makes its facilities available for filming with the understanding that school programs will not be disrupted and that in addition to the rental rates, all expenses incurred by the Board in renting facilities will be recovered.

### Access

Location personnel may arrange with Rentals to go to schools to take preliminary still shots. They must identify themselves at the school office and receive permission from the school administration prior to viewing specific areas.

### Procedures/Approvals

When site is selected, a letter of intent, the script and an insurance certificate for \$5,000,000 must be sent to the District's Rental Office. The script must first be approved by the district office and then permission received from the school administration to film in designated areas. Subsequent to receipt of approvals, a contract will be drawn up to be signed. The total rental charge, in accordance with current rental rates, as well as a deposit to cover the estimated out-of-pocket expenses to be incurred by the Board servicing the rental, must be paid before filming commences. A total accounting of costs will be done after filming and a reimbursement or invoice for additional charges will then be issued.

### Alterations

With prior approval of the Board, the film company may make changes to buildings or grounds (e.g. painting), but all changes must be restored by the VSB maintenance group. Hookups into facility electrical panel boxes must be done by VSB electrical staff.

### Booking

All correspondence and contact with regard to film rentals must be directed to the Rentals Office at (604) 713-5847 or e-mail to: [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca).

## The following regulations apply when renting school facilities

1. Persons renting school facilities must comply with the City Fire By-Laws and Regulations. These include using only fireproofed props; not exceeding seating capacity, and keeping exits clear.
2. Adequate supervision is essential and all persons renting schools are required to give this careful attention. They should carry appropriate insurance and be prepared to pay for any loss or damage caused by individuals who attend or gain access through the rental.
3. Stage or property fixtures may be left on the stage or stored in the school with the permission of the school Principal. The Board will not be responsible for any property left on school premises.
4. All facilities are rented on an "AS IS" basis. This applies to suitability, condition and service.
5. No advertising may be done through the school nor can advertising be attached to the outside of the school building.
6. Persons attending any function in a school must obey all reasonable directions of the School Board employee in charge of the school building at that time. This is an important safety precaution.
7. All persons renting the school facilities are required to agree to hold the Board harmless from all and any liability resulting from bodily injury and damage to property.
8. Unless expressly approved by the Board, consumption of alcohol in any Vancouver School Board building or on any school ground is prohibited.
9. Smoking, using tobacco or holding lighted tobacco, or the consumption of alcohol in or on school property is prohibited.

**Failure to comply with these regulations could result in the cancellation of the rental.**



## Rental rates & regulations

# Filming

# Action!



Vancouver School Board  
1580 West Broadway  
Vancouver, BC V6J 5K8

Phone: (604) 713-5088  
Fax: (604) 713-4479  
E-mail: [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca)  
Web: [www.vsb.bc.ca](http://www.vsb.bc.ca)

# Get in the Scene!

Vancouver School Board offers unique locations at schools *across* the city.



Vancouver Technical Secondary School Auditorium

## Facilities for filming

School facilities available:

- Activity room
- Auditorium
- Cafeteria
- Classroom
- Fields
- Foyer
- Gymnasium
- Hallways
- Library
- Lunch room
- Multi-purpose room
- Music room
- Parking lot
- Shops
- Staff room
- Track

Vancouver school facilities offer diverse locations for film, television and commercial productions. Several of our schools have unique features such as brick exteriors and heritage architectural elements.

Use of facilities is on an “as is” basis. Equipment is not provided, unless specifically arranged through the school.

## Daily rental rates for filming

Category	Filming	Photography
<b>Commercials</b>		
Interior & Exterior	\$1,727. <sup>00</sup>	\$576. <sup>00</sup>
Exterior Only	\$864. <sup>00</sup>	\$289. <sup>00</sup>
<b>TV Programs</b>		
Interior & Exterior	\$2,159. <sup>00</sup>	\$720. <sup>00</sup>
Exterior Only	\$1,079. <sup>00</sup>	\$360. <sup>00</sup>
<b>Feature Films</b>		
Interior & Exterior	\$2,356. <sup>00</sup>	\$785. <sup>00</sup>
Exterior Only	\$1,178. <sup>00</sup>	\$393. <sup>00</sup>
Prep/Wrap time is 50% of rental rate.		

Note: Exterior Only rentals do not include access to school facilities

## Extra Fees

Extras/Lunch area	\$251. <sup>00</sup>
<b>Supplies/Heat/Light</b>	
Elementary	\$123. <sup>00</sup>
Secondary	\$251. <sup>00</sup>
<b>Custodial services</b>	
Per hour/ Per person	\$77. <sup>30</sup>
All extra fees are subject to a 10% administration fee	

## Parking

<b>Elementary</b>	
First 4 hours	\$179. <sup>00</sup>
Additional hour	\$45. <sup>00</sup>
Maximum charge per day	\$536. <sup>00</sup>
<b>Secondary</b>	
First 4 hours	\$356. <sup>00</sup>
Additional hour	\$89. <sup>00</sup>
Maximum charge per day	\$893. <sup>00</sup>
<b>Parking Deposits - Fields Only</b>	
Paved or gravel field	\$1,000.00
Grass field	\$2,500.00
All out-of-pocket expenses are subject to a 10% Administration fee.	

**ALL FEES ARE SUBJECT TO HST**