

Policy and Procedure for Room Use

1. The Vancouver Waldorf School is not equipped to operate as a room use facility to the greater community, as we cannot adequately oversee security, liability, and administration.
2. The school will only rent out its facilities to the following people/organizations/non-profit groups:
 - a. Anthroposophical Society or affiliated groups or individuals.
3. All person(s)/groups wanting to rent a space must first fill out a "Request for Room Use" form and submit it to the Business Manager who will present it to the MC for approval.
4. The approval process could take up to two weeks from the date of the submission.
5. We will rent the school at a reasonable rate and additionally charge fees to cover the costs incurred by the school (i.e. cleaning, heat, light, insurance and wear and tear).
6. A school contact person will be arranged for the renter. The contact person will check the security of the building upon closing, collect keys, and be available "on-call" should it be necessary. If there is no available contact person for the time required by the renter, the room(s) will not be available to rent.
7. Fees and deposits will be paid in full upon picking up the key(s) and using room(s).
8. Damage deposit will be refunded the next working day after the room rental provided that:
 - a. The rooms have been sufficiently cleaned.
 - b. All refuse containers in applicable room are emptied
 - c. All doors and windows are secured and/or locked.
9. Ongoing room use (i.e. more than once a term) will only be permitted to VWS employees.

Fees are as follows:

Fee	Classroom	Multi-use of gym and DR/Kitchen
Hourly (or portion thereof)	\$15.00	\$30.00
½ day(4hrs)	\$50.00	\$90.00
Full Day	\$100.00	\$180.00
Damage Deposit	\$200.00	

*Requests made outside of this schedule will be viewed on a case by case basis.