RECREATION FEES AND CHARGES – RENTAL SPACES

Applicability: Community Services Department – Recreation Divisions

Effective Date: September 03, 2024

PURPOSE:

To maintain a consistent approach with room rental fees and charges for the following CVRD Recreation facilities:

- Cowichan Community Centre (CCC)
- Cowichan Lake Sports Arena (CLSA)
- Cowichan Lake Community Halls (CLCH)
- Kerry Park Recreation Centre (KPRC)
- Shawnigan Lake Community Centre (SLCC)

BACKGROUND/SCOPE:

The Cowichan Community Centre, Kerry Park Recreation Centre, Shawnigan Lake Community Centre, Cowichan Lake Sports Arena and Cowichan Lake Community Halls have traditionally had different fees for rental spaces.

DEFINITIONS:

1. **RENTAL SPACE**
   - **a.** Any space within a CVRD recreation facility that is rented out to members of the public, excluding ice rentals. *(e.g. small classroom-style room; large gymnasium; kitchen; etc.)*
2. **ROOM CATEGORIES**
   - **a.** Type of rooms based on size and purpose, that are used at all recreation facilities to help create consistency in room rental fees. All room categories are listed in Schedule A.
3. **EXTRA FEES**
   - **a.** Fees charged to rentals that require additional equipment, set-up/take-down or staff resources.
4. **RATES**
   - **a.** **General Rate:** the default rate for rental spaces.
   - **b.** **Youth Organization Rate**: the rate for rentals to youth groups / organizations where participants are 18 years old and under.
   - **c.** **Non-Profit Rate:** the rate for rentals to users that are a registered society.
   - **d.** **Hourly Rate:** the rate per hour up to 10 hours per day.
   - **e.** **Daily Rate:** the discounted rate for rentals that are longer than 10 hours (the hourly rate for 10 hours will be held).

POLICY:

1. **RENTAL SPACES**

   a. **Rate Considerations**

      i. CCC and KPRC rates will be the same by September 2026; and CLR rates will be 95% of the other centres' rates in an effort to attract more business since CLR facilities are more remote.

      ii. General rate is the default rate for all rentals.

      iii. Youth Organization rate is 80% of the General rate.

      iv. Non-Profit rate is 80% of the General rate.

      v. After 10 hours, up to a maximum of 16 hours, the daily rate will apply.

   b. **Rate Rationale**

      i. Previous rental guidelines had no consistency between facilities and were confusing for the user and the administrators.

      ii. Rental spaces were categorized based on their size and main purpose of use.

      iii. The General rate is based on the previous 'Adult' rates and is used as the default rate for all rentals because it applies to the majority of renters.

      iv. Discounts from the General rate for Youth Organizations and Non-Profit groups are offered to encourage youth activities and support organizations that provide benefit to the community.

      v. Consistency in these rental costs will allow for ease of booking and affordability across all facilities.

2. **EXTRA FEES**

   a. **Rate Considerations**

      i. Extra fees for equipment and staff will be applied to applicable rentals per facility discretion.

      ii. There are two categories of set-up / take-down, which will be determined by staff estimates. Quotes will be provided to the renter before the booking is finalized.

         - Setup that takes up to 30 minutes is included in base rental rate.
            - Due to resource limitations, setup may not be available at CLR Community Halls.
         - Set up that takes longer than 30 minutes will incur an extra fee.

      iii. Extra fees will have consistent rates across all facilities, where possible.

b. Rate Rationale

i. Extra fees are necessary for some rentals, and because every rental request is different and specific, there will be discretion about when certain fees will be applied to certain rentals.

ii. Set-up and take-down requiring more than 30 minutes is based on cost recovery of wages.

3. SPECIAL EVENT RENTALS

a. Rate Considerations

i. Package options (e.g. weddings, parties, memorials, special events) are available and will be based on cost recovery of services offered for each event.

ii. Package categories will be based on the number of attendees (see below), but will also consider the room size and estimated set-up and take-down time on a case-by-case basis:

a. Small: 0 – 49

b. Medium: 50 – 149

c. Large: 150 – 349

d. XL: 350 – 499

e. XXL is 500+

b. Rate Rationale

i. Due to the complex nature of large events and the different amenities available at each recreation facility, it is difficult to outline the costs and logistics for every possible scenario; therefore, some customization may be required.

4. INTERNAL RENTALS

a. Rate Considerations

i. Fees may be waived for rentals / bookings by CVRD staff for CVRD business operations only and do not include other activities such as public meetings.

b. Rate Rationale

i. Due to the volume of internal bookings at CVRD recreation facilities, it is necessary to recoup some costs for the loss of external revenue opportunities.

5. FEE SCHEDULE

a. Fees and charges are established and adopted by CVRD Recreation Commissions and form Schedule B of this policy.

Approved by: CVRD Board Approval date: Amended: N/A

SCHEDULE A

ROOM CATEGORIES	SOUTH COWICHAN RECREATION (SCR)	COWICHAN COMMUNITY CENTRE (CCC)	COWICHAN LAKE RECREATION (CLR)
EXTRA SMALL ROOMS		Arbutus Room	
SMALL ROOMS	SLCC Dance Studio	Maple Classroom	CLSA Upstairs Meeting Room
	SLCC Elsie Miles Classrooms	Quamichan Classroom	CLSA Multi-Purpose Room B
	SLCC Multi-Purpose Room	Nitinat Classroom	
		Koksilah Classroom	
		Brentwood Room	
MEDIUM ROOMS	SLCC Lounge	Genoa Classroom	CLSA Curling Lounge
	KPRC Social Lounge	Somenos Classroom	Youbou Hall Upper Room
	KPRC Denis McLean	James Street Studio	Honeymoon Bay Mural Room
		Dance Studio	
LARGE ROOMS	SLCC Multi/Lounge Combined	Heritage Hall	Youbou Hall Lower Room
	SLCC Gymnasium		Honeymoon Bay Main Hall
			Mesachie Hall (whole hall)
			Centennial Upper or Lower
X-LARGE ROOMS	KPRC Curling Dry Floor	Multi-Purpose Hall	Centennial Hall (whole hall)
			Honeymoon Bay Hall (whole hall)
			CLSA Curling Dry Floor
ARENA DRY FLOOR - EVENTS	KPRC Arena Floor	CCC Arena Floor	CLR Arena Floor
ARENA DRY FLOOR - SPORTS	KPRC Arena Floor	CCC Arena Floor	CLR Arena Floor
KITCHENS - SMALL	SLCC Kitchen		Youbou Upper / Lower Hall Kitchen
			Mesachie Lake Hall Kitchen
			CLSA Curling Lounge Kitchen
KITCHENS - LARGE		Heritage Hall Kitchen	Honeymoon Bay Hall Kitchen
			Centennial Hall Kitchen*

*Centennial Hall Kitchen includes rental of the lower hall.

LEGEND	
CLSA	Cowichan Lake Sports Arena
KPRC	Kerry Park Recreation Centre
SLCC	Shawnigan Lake Community Centre

SCHEDULE B

**All Rates Exluding GST
** Rate increases effective Sept 1 of each year
** Daily rate based on 10 hr rate up to max 16 hrs

		SOUTH COWICHAN RECREATION				COWICHAN COMMUNITY CENTRE				COWICHAN LAKE RECREATION			
		Rate Increase for 2024 - 2026				Rate Increase for 2024-2026				Rate Increase for 2024-2026			
		Average 3 year increase SLCC			5.97%	Average 3 Year Increase			0.50%	Average 3 Year Increase			5.73%
		Average 3 year increase KPRC			4.83%								
		Current	2024 Sep	2025	2026	Current	2024 Sep	2025	2026	Current	2024 Sep	2025	2026
ROOMS - EXTRA SMALL													
	Annual Rate Increases	0.00%	17.75%	17.75%	17.25%	0.00%	2.00%	0.00%	0.00%	n/a			
HOURLY	General Base Rate	13.33	15.70	18.48	21.67	21.25	21.68	21.68	21.68	n/a			
HOURLY	Non-Profit / Youth (80% of Base Rate)	n/a	12.56	14.79	17.34	n/a	17.34	17.34	17.34	n/a			
DAILY	General Base Rate	133.30	156.96	184.82	216.70	n/a	216.75	216.75	216.75	n/a			
DAILY	Non-Profit / Youth (80% of Base Rate)	n/a	125.57	147.86	173.36	n/a	173.40	173.40	173.40	n/a			
	RENTAL SPACES					CCC Arbutus Room							
ROOMS - SMALL													
	Annual Rate Increases	0.00%	7.85%	7.85%	7.85%	0.00%	2.00%	0.00%	0.00%	0.00%	9.25%	9.00%	9.00%
HOURLY	General Base Rate	22.15	23.89	25.76	27.79	27.25	27.80	27.80	27.80	20.40	22.29	24.29	26.48
HOURLY	Non-Profit / Youth (80% of Base Rate)	n/a	19.11	20.61	22.23	n/a	22.24	22.24	22.24	n/a	17.83	19.43	21.18
DAILY	General Base Rate	221.50	238.89	257.64	277.87	186.25	277.95	277.95	277.95	204.00	222.87	242.93	264.79
DAILY	Non-Profit / Youth (80% of Base Rate)	n/a	191.11	206.11	222.29	151.25	222.36	222.36	222.36	n/a	178.30	194.34	211.83
	RENTAL SPACES	SLCC Dance Studio				CCC Maple Room				CLSA Upper Meeting Room			
		SLCC Elsie Miles Classrooms				CCC Quamichan Room				CLSA Multi-Purpose Room B			
		SLC Multi-Purpose Room				CCC Nitinat Room							
						CCC Koksilah							
						CCC Brentwood Room							
ROOMS - MEDIUM													
	Annual Rate Increases	0.00%	6.75%	6.50%	6.50%	0.00%	2.00%	0.00%	0.00%	0.00%	7.75%	7.75%	7.60%
HOURLY	General Base Rate	25.70	27.43	29.22	31.12	30.50	31.11	31.11	31.11	23.71	25.55	27.53	29.62
HOURLY	Non-Profit / Youth (80% of Base Rate)	n/a	21.95	23.37	24.89	n/a	24.89	24.89	24.89	n/a	20.44	22.02	23.70
DAILY	General Base Rate	257.00	274.35	292.18	311.17	186.25	311.10	311.10	311.10	237.10	255.48	275.27	296.20
DAILY	Non-Profit / Youth (80% of Base Rate)	n/a	219.48	233.74	248.94	151.25	248.88	248.88	248.88	n/a	204.38	220.22	236.96
	RENTAL SPACES	SLCC Lounge				CCC Genoa Room				CLSA Curling Lounge			
		KPRC Social Lounge				CCC Somenos Room				Youbou Hall - Upper			
		KPRC Denis McLean Room				CCC James Street Studio				Honeymoon Bay Mural Room			
						CCC Dance Studio							
ROOMS - LARGE													
	Annual Rate Increases	0.00%	2.90%	2.75%	2.75%	0.00%	2.00%	0.00%	0.00%	0.00%	13.45%	13.45%	13.00%
HOURLY	General Base Rate	33.33	34.30	35.24	36.21	35.50	36.21	36.21	36.21	23.71	26.90	30.52	34.48
HOURLY	Non-Profit / Youth (80% of Base Rate)	n/a	27.44	28.19	28.97	n/a	28.97	28.97	28.97	n/a	21.52	24.41	27.59
DAILY	General Base Rate	333.30	342.97	352.40	362.09	237.25	362.10	362.10	362.10	237.10	268.99	305.17	344.84
DAILY	Non-Profit / Youth (80% of Base Rate)	n/a	274.37	281.92	289.67	206.75	289.68	289.68	289.68	n/a	215.19	244.14	275.87
	RENTAL SPACES	SLCC Multi-Lounge Combined				CCC Heritage Hall				Youbou Lower Hall			
		SLCC Gym								Honeymoon Bay Main Hall			
										Centennial Hall Upper or Lower			
										Mesachie Hall			

SCHEDULE B

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		Rate Increase for 2024 - 2026				Rate Increase for 2024-2026				Rate Increase for 2024-2026			
		Average 3 year increase SLCC			5.97%	Average 3 Year Increase			0.50%	Average 3 Year Increase			5.73%
		Average 3 year increase KPRC			4.83%								
		Current	2024 Sep	2025	2026	Current	2024 Sep	2025	2026	Current	2024 Sep	2025	2026
ROOMS - X-LARGE													
	Annual Rate Increases	0.00%	7.60%	7.60%	7.60%	0.00%	2.00%	0.00%	0.00%	0.00%	7.20%	7.00%	7.00%
HOURLY	General Base Rate	43.81	47.14	50.72	54.58	53.50	54.57	54.57	54.57	42.34	45.39	48.57	51.97
	Non-Profit / Youth (80% of Base Rate)	na	37.71	40.58	43.66	na	43.66	43.66	43.66	na	36.31	38.85	41.57
DAILY	General Base Rate	438.10	471.40	507.22	545.77	N/A	545.70	545.70	545.70	423.40	453.88	485.66	519.65
	Non-Profit / Youth (80% of Base Rate)	na	377.12	405.78	436.62	N/A	436.56	436.56	436.56	na	363.11	388.53	415.72
RENTAL SPACES		Kerry Park Curling Dry Floor				CCC Multi-Purpose Hall				Centennial Hall Full			
										Honeymoon Bay Hall Full			
										CLSA Curling Dry Floor			
ARENA DRY FLOOR - SPORTS AND EVENTS													
	Annual Rate Increases	0.00%	5.15%	5.15%	5.05%	0.00%	2.00%	0.00%	0.00%	0.00%	3.50%	3.50%	3.25%
HOURLY	General Base Rate	59.29	62.34	65.55	68.86	67.50	68.85	68.85	68.85	59.29	61.37	63.51	65.58
	Non-Profit / Youth (80% of Base Rate)	na	49.87	52.44	55.09	na	55.08	55.08	55.08	na	49.09	50.81	52.46
DAILY	General Base Rate	592.90	623.43	655.54	688.65	n/a	688.50	688.50	688.50	592.90	613.65	635.13	655.77
	Non-Profit / Youth (80% of Base Rate)	na	498.75	524.43	550.92	na	550.80	550.80	550.80	na	490.92	508.10	524.62
RENTAL SPACES		Kerry Park Arena Dry Floor				CCC Arena Dry Floor				CLSA Arena Dry Floor			
KITCHENS - SMALL													
	Annual Rate Increases	0.00%	5.00%	5.00%	5.00%	n/a				0.00%	5.00%	5.00%	5.00%
HOURLY	General Base Rate	13.50	14.18	14.88	15.63	n/a				12.86	13.50	14.18	14.89
	Non-Profit / Youth (80% of Base Rate)	n/a	11.34	11.91	12.50	n/a				n/a	10.80	11.34	11.91
DAILY	General Base Rate	135.00	141.75	148.84	156.28	n/a				128.60	135.03	141.78	148.87
	Non-Profit / Youth (80% of Base Rate)	n/a	113.40	119.07	125.02	n/a				n/a	108.02	113.43	119.10
RENTAL SPACES		SLCC Kitchen								Youbou Upper/Lower Hall Kitchen			
										Mesachie Lake Hall Kitchen			
										CLSA Curling Lounge Kitchen			
KITCHENS - LARGE													
	Annual Rate Increases	n/a				0.00%	2.00%	0.00%	0.00%	0.00%	8.00%	8.00%	7.80%
HOURLY	General Base Rate	n/a				41.50	42.33	42.33	42.33	32.05	34.61	37.38	40.30
	Non-Profit / Youth (80% of Base Rate)	n/a				n/a	33.86	33.86	33.86	n/a	27.69	29.91	32.24
DAILY	General Base Rate	n/a				n/a	423.30	423.30	423.30	320.50	346.14	373.83	402.99
	Non-Profit / Youth (80% of Base Rate)	n/a				n/a	338.64	338.64	338.64	n/a	276.91	299.06	322.39
RENTAL SPACES						Heritage Hall Kitchen				Centennial Hall Kitchen			
										Honeymoon Bay Hall Kitchen			