

HOW TO RENT A FACILITY IN THE SCRD

ONGOING USERS

The SCRD welcomes applications to use its facilities for a wide range of functions. We have parks, fields, halls, arenas, pools, and a multitude of other indoor areas available.

STEP 1: THE ALLOCATION MEETING

Ongoing Users seeking to use SCRD facilities on an ongoing basis are invited to attend an allocation meeting. Depending on the facility, these meetings may be held seasonally or annually. New users are always welcome. Please contact a Recreation representative to find out when the next allocation meetings are scheduled.

Allocations are guided by the SCRD Allocation Policy and subject to the Ongoing Facility User Terms and Conditions (link below.) Schedules from the previous season are used as a basis for planning and users are encouraged to work cooperatively in negotiating times.

[ONGOING FACILITY USER TERMS AND CONDITIONS](#)

After the allocation meeting, we will do our best to accommodate last minute changes and requests, but we ask that you please respect the staff effort and time required to make late changes to schedules. There is no guarantee that we will be able to accommodate you after the allocation meeting.

STEP 2: THE APPLICATION

[APPLICATION FOR ONGOING FACILITY USE](#)

After the allocation meeting, groups will need to complete an application. Please complete **all the sections** of the application:

Select a Season: Choose the season or month(s) you are wishing to use our facilities.

Year: Enter the year for the booking. If the season bridges a year, please enter it as 2020-21.

USER GROUP CONTACT INFORMATION

Please provide us with all the necessary contact information so we may reach you by phone, email, or post.

ACTIVITY DESCRIPTION

IMPORTANT: For liability purposes, it is important that we know the nature of the activities you will be conducting while using the facility. Your permit will specify this as the "Permitted Use" of the facility. If the activities change during your rental period, please advise the SCRD and check that your insurance coverage is still valid. **Note that one-time events such as clinics, AGMs or other gatherings are unique and require a separate event application.**

REQUESTED FACILITIES AND TIMES

Start and End Dates: You may enter the season dates (ie. April 1 to August 31 or September 1 to March 31) or you may enter only the dates you will need the facilities. If your season begins or ends a little later than our dates, please use actual dates.

Enter the facility name and the times on each day you wish to use it.

INSURANCE

Organizers must obtain, maintain, and pay for comprehensive general liability insurance naming the Sunshine Coast Regional District as additionally insured, with a minimum of \$2,000,000 liability coverage. Note that the SCRD is not the same as the District of Sechelt or Town of Gibsons. If you plan to use facilities in more than one of these jurisdictions, you need to have each one specifically named in your policy. Insurance is required to cover bodily injury and/or death to any one or more person including voluntary medical payments and property damage. Let us know how you plan to be insured.

Self-insured: Most groups will have insurance coverage through their home association. Please send us a copy of your Certificate of Insurance and we will verify that our minimum requirements are met.

[*EventPolicy Portal:*](#) The SCRD is please to now offer this free service allowing users to obtain rental liability insurance 24/7 through any web browser or smart phone. Affordable rates for most activities are offered with limits up to \$5 million. If you use this service, we will automatically be notified of your coverage and you do not need to do anything further.

DECLARATION

The signatory to the application takes responsibility for the content of the application. Details included in your application form part of your permit.

IMPORTANT: If you plan to sign your application electronically, DO NOT save your signature on the document until you have fully completed it. Adobe Reader will not allow you to make changes to your application once it has been saved with your signature and you will need to start over with a new application.

STEP 3: SUBMITTING DOCUMENTS

All documents will be collected and reviewed by your Recreation contact. If you have any questions about your application or our requirements, please do not hesitate to ask.

STEP 4: RECEIVING YOUR TENTATIVE PERMIT

Once we have received all the documents we require, you will receive a tentative permit for verification and billing purposes. THIS IS NOT YOUR FINAL PERMIT. Please review the details carefully and ensure that it is accurate. You are responsible to pay for bookings in the permit and the information on the permit is considered correct.

STEP 5: RECEIVING YOUR APPROVED PERMIT

If the details of your permit are correct you will be issued an approved permit.

Check off that you agree to our terms and conditions and return the approved permit to us as soon as possible to confirm your booking. Ongoing users will be instructed on the payment terms for their bookings.

STEP 6: PAYMENT

Payment may be made online through your Recreation account. Go to your account online by selecting “My Account”.

PAYING BEFORE YOUR DUE DATE:

If your invoice is not yet due, there will not be an amount showing in the Balance. You will need to click on the big green ‘Pay on Account’ button in order to see your invoice.



Once you click on the ‘Pay on Account’ button, you will then see the permit invoice, with the option to pay it:

Outstanding Balances

Balance for johndoe07@gmail.com as of Mar 4, 2021 12:11 PM
To make payments, indicate the amount of each payment in the box provided.
Click on a receipt number for details.

| Receipt Number | Issued | Original Balance | Current Balance | Next Payment Due | | Payment Amount |
|----------------|-------------|------------------|-----------------|------------------|---|-----------------------------------|
| 3130637.002 | Mar 4, 2021 | \$161.25 | \$161.25 | Mar 5, 2021 | ✓ | \$0.00 or \$ <input type="text"/> |
| | | Total | \$161.25 | \$161.25 | | |

To make the payment, click [Continue](#)

Don't want to submit payment, click [Cancel](#)

PAYING ON OR AFTER YOUR DUE DATE:

If your due date is on or before the current date, you will see a balance due:

My Account

Account Options for johndoe07@gmail.com

 [johndoe07@gmail.com](#) [Edit](#)

Birth date: Sep 3, 1984
1975 Field Road Sechelt, BC V0N 3A1

[Password And Security Info](#) [Change Answers To Questions](#)

Balance

[View Details](#)

Credit on account --

Due now **-\$161.25**

[Pay On Account](#)

Again, click on the 'Pay on Account' button, you will then see the permit invoice, with the option to pay it.