

FACILITY RENTAL RENEWAL REMINDER

Our records indicate that your group rented facilities or grounds in the Surrey School District during the period of September 2019 – June 2020. Historical renters, those who have rented during the period of September 2019-June 2020 will have first rights to submit their renewal request should they wish to use the space again during the 2020-2021 school year.

Renewal Applications: Applications for the same space, day(s) and times as held during the 2019-2020 school year. Any additions or changes will be considered a “new” application. Renewal applications will be accepted until **September 30, 2020.**

New Applications: New requests or renewal applications in which additions or changes are contained are not currently accepted at this time.

Applications must be submitted through our Online Booking System. Paper applications and email requests are no longer accepted.

ACCESSING eBASE

Community users may access the online booking portal by following the link below, or by clicking [here](#).

<https://surreyschools.ebasefm.com/rentals/welcome>

All groups will be required to sign into their eBASE account in order to submit their renewal or new application requests.

FORGOT USERNAME OR PASSWORD?

1. Username: if you have forgotten your username, email rentals@surreyschools.ca for username recovery.
 2. Password: if you have forgotten your password, from the main log in page, select “forgot password”. You will be asked to provide your username and an email will be sent with a link to reset your password.
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SIGNING IN & SUBMITTING LICENSE REQUESTS

1. Once you have successfully signed into your account you will be re-directed to your dashboard which will include a full list of all of your permits requested.
2. If you are unfamiliar with how to submit a permit request through the eBASE booking system please refer to the step by step guide at the link [here](#) for additional information.
3. Under “active” and “inactive” you will click on the permit you wish to renew.

Status	Permit #	Purpose	Booking details	
Pending				
None				
Active				
Approved	2020-01-16-0001	Theatre Production	Jan 21st - Betty Huff	Discuss >
Approved	2020-01-12-0001	Weekly Religious Service	None	Discuss >
Approved	2019-08-29-0001	Friends Basketball	None	Discuss >
Approved	2019-08-16-0002	Friends Basketball	None	Discuss >
Approved	2019-06-14-0007	Badminton Practice	Jan 17th - Port Kells	Discuss >
Approved	2019-05-15-0107	Soccer Practice	Jan 22nd - Mary Jane Shannon	Discuss >
Approved	2019-05-15-0104	Basketball Practice	Jan 21st - Martha Jane Norris	Discuss >
Approved	2019-05-15-0061	Softball Training	Jan 17th - David Brankin	Discuss >
Approved	2019-04-24-0026	Strata AGM	Jan 16th - Henry Bose	Discuss >
Approved	2019-04-16-0009	Scouts Meeting	None	Discuss >
Inactive				
Cancelled	2019-05-15-0103	Lacrosse Practice	Jan 21st - Martha Jane Norris	Discuss >
Cancelled	2019-05-15-0065	Public Open House	Nov 4th - David Brankin	Discuss >
Cancelled	2019-05-15-0064	Girl Guides Meetings	Jan 13th - David Brankin	Discuss >

4. Once you have clicked on which permit you would like to renew you will be redirected to the details of that permit. On the top left screen you will click on “renew permit”

Permit #2020-01-16-0001
Status: Approved

[Renew permit](#) [Print permit](#) [Cancel permit](#)

Details | Bookings | Costs | Discussion | Files

Details



Permit type

Purpose

Attendance

Participants may be under 18

5. A pop up box will appear. Select “renew”

Renew permit  

Most details will be copied from the previous permit, except for bookings which will need to be recreated to suit your schedule.

6. You will be redirected to Step 1/5 to submit your request. All details that you have entered on this page previously will be copied from the request you are renewing. **Ensure you review this page to confirm all items are correct prior to submitting your application for space.**

Surrey Schools Permits Calendar Schools FAQ Options

Step 1/5: Enter the details about your event

If participants are under 19 a adult supervisor **must** be present

Details

Permit type: - Choose -
 Need help choosing?

Purpose:
 Ex: "Basketball tournament", "Scouts meeting"

Attendance:
 This includes participants and spectators
 Participants may be under 19

Alcohol: - Choose -

Food and Beverage: - Choose -

Renewal of: Permit #

Equipment

None added
 [+ Add](#)

Questions

Check the age group(s) of all the expected participants

- Children 0-5
- Children 7-12
- Teens 13-18
- Young adults 19-24
- Adults 25-64
- Seniors 65+
- No target age (i.e. there is a wide range in the ages of the participants)

Choose the categories which best describe the primary type of activity

- Educational (e.g. homework help, reading clubs)
- Parenting support (e.g. new parent classes)
- Sports and recreation (e.g. basketball, yoga)
- Health and wellness (e.g. nutrition program, blood donation)
- Child care programs

***Insurance:** Groups have the ability to update their insurance information right on their account or on their rental request. A copy of your Certificate of Insurance will be required prior to your renewal request being approved.

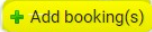
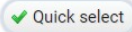

7. Once all information is correct, continue to next step

Rules and Regulations

8. You will then be redirected to manage the bookings for your event (step 2 of 5).
 - a. Click "Add Bookings"

Step 2/5: Manage the bookings for your event

- b. To see a summary of what you had booked during the 2019-2020 school year click on "open in new window"

+ Add booking(s) ✓ Quick select ⚙ Actions

What do the colours mean?
● Pending ● Approved ● Expired ● Conflict ● Conflict with pending

Active bookings

- No active bookings -

Summary of Permit #2020-01-16-0001 [Open in new window](#)

Bookings
22 bookings from Sep 03, 2019 to Jan 28, 2020

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00 pm to 9:00 pm	-	22	-	-	-	-	-

- c. You will be redirected to a pop up window which will allow you to either search for space or book a specific facility.
 - i. Build – will allow you to request for a specific space.
 1. Renewal Applications must be for the exact dates, times and spaces as held in the 2019-2020 school year. Any additions or changes will be considered a New Application. New Applications will be accepted starting on May 16, 2020 in a first come, first-served order.

9. Click on “add bookings”


+ Add booking(s) ✓ Quick select ⚙ Actions

What do the colours mean?
● Pending ● Approved ● Expired ● Conflict ● Conflict with pending

10. Select “Build”


Add bookings

How would you like to add your bookings?



Search

"I need help finding available spaces"



Build

"I know exactly what space and time I'd like to request"

+ Add bookings ✖ Cancel

Add bookings

Search
Wizard to find open times and spaces

Build
Manually choose your times and spaces

When

Recurrence Weekly

Date range Jan 16, 2020

Start (MMM DD, YYYY) End (MMM DD, YYYY)

Days of the week Mo Tu We Th Fr Sa Su

Begin at 00 PM

HH MM

End at 00 PM

HH MM

Please remember to include 'set-up' and 'take-down' times that you require for your program/event.

Where Show map

- Choose -

Please choose a facility

+ Add bookings
✖ Cancel

- a. Select if you are requesting a single booking, weekly, bi-weekly or monthly booking.
- b. Select date range you are requesting for.
- c. Select the times you wish to book for.
 - i. Bookings are created on the hour and by the hour.
 1. Monday – Friday 1 hour minimum per booking.
 2. Weekends, Holidays and School Closures – 2 hour minimum per booking.
- d. Select the location and room(s) you are looking to book
- e. Select “Add Bookings”
- f. You will then be redirected to a full list of all of your bookings that you have selected. This list may prompt you with a warning if there is a conflict with the date booked.

Active bookings

February 2020

TUE 11 FEB	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 18 FEB	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 25 FEB	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
March 2020			
TUE 3 MAR	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 10 MAR	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 17 MAR	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 24 MAR	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			
TUE 31 MAR	5:00pm to 6:00pm	1 Hour	
<small>Morgan · Gym</small>			

- g. If you hover over this alert you will be able to see what the conflict is. In this example the booking is over Spring Break.

- h. At the top of the page if there are any days you wish to delete off of your license request before submitting to the rentals department for review you can do this by clicking “quick select”.
- i. You will be redirected to a pop up box in which you can select a day of the week, specific hours or any excluded dates. Once you have selected any dates you wish to not include, select “apply”.

- 11. Once you have selected any days you wish to cancel or make changes to, select “actions”.

Step 2/5: Manage the bookings for your event

- 12. You will then be prompted to remove selected bookings, cancel selected bookings, or change the start/end times. Once you have made all changes you require, select “apply”. These changes will be applied and you will be taken back to review your bookings to see if you would like any additional changes.
- 13. At the bottom of the page, select “continue to next step”

- 14. You will be redirected to step 3/5 Estimated costs. This will provide you with approximate rental fees for your booking. Additional fees may apply.
- 15. At the bottom of the page, select “continue to next step”



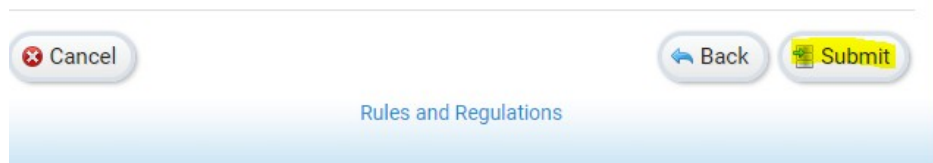
16. You will be redirected to step 4 of 5 called Additional Information. In this section you will be able to add any event supervisors who you wish to be notified of approved licenses, cancelled days, or changes to the license. You will also be able to add comments for the Facility Rentals Department to review when processing your request.

17. At the bottom of the page, select “continue to next step”.



18. You will then be redirected to a page where you can review all of your request information and submit the request for review from the Facility Rentals Department. Ensure you review your application and all details are accurate.

19. Once all information is correct, press “submit” at the bottom of the page.



20. Your request will then be sent to the Facility Rentals Department to review. If further information is required, a member of the Facility Rentals Department will contact you. **We are unable to provide timelines on when an application will be approved.**

For additional assistance please contact the Facility Rentals Department by email (rentals@surreyschools.ca) or phone (604-595-6084).

Thank you,

The Facility Rentals Team



14033 92nd Avenue, Surrey, B.C., V3V 0B7
T: 604-595-6084 | F: 604-595-6083

