

Appropriate use of Girl Guide properties goes beyond the policies and procedures established by Girl Guides of Canada (GGC). Other factors, including organisational reputation, risk, charitable status, and property tax status are key in determining rental eligibility. Canada Revenue Agency (CRA) allows charitable organisations like GGC to use a properties excess capacity to rent to other users if this use remains subordinate to the charitable purpose of the organisation, it does not supersede our use, and it can be done with existing staff/volunteers for no additional cost. Girl Guide properties are first and foremost used for Girl Guide activities and events that support the Girl Guide program.

Definitions

Guiding Use and the Guiding Experience: for and by members of Girl Guides of Canada for sanctioned events to promote and advance the program and guiding.

Outside (non-Guiding) Use:

- By non-guiding groups including Scouts Canada or other youth focused charitable organisations for their activities, or by Guiding families for their personal activities
- By commercial (for-profit) youth focused organisations for their activities, or other for-profit companies/individuals for use in line with Girl Guides values and purpose.
Note: For profit companies and youth organisations must have their own business/office location and cannot use a Guiding property as their primary location of their business activities.

Excess Capacity: Time when the property is not required by members for Girl Guide programming. Examples:

- A Camp is used September to June for Guiding but is not used July and August. It could be rented to other users during that time.
- A Camp is used weekends (Friday night-Sunday). A school board wants to rent it Monday – Friday for an outdoor classroom. This is appropriate.
- A Guide Hall is used evenings and some weekends for Guide meetings and activities. Weekdays could be rented to other users. Potentially some weekend days could be rented as well if not required by Guiding.

Girl Guide sanctioned events have priority for bookings at any BC property. Any bookings by other groups will be cancelled (with notice and rental deposit returned), if the property is needed for Guiding use.

Guidelines for Non-Guiding Use

1. Properties must review applicable property tax information to determine if third party rentals could impact property tax exemptions.
2. Each property must identify times of Excess Capacity and review annually.
3. Outside renters and the anticipated rental use must be in line with Girl Guide values and purpose.
4. Rentals are to be time limited: By single use; by block of time (e.g., 10 continuous days, or Monday - Friday); or periodic time (e.g., one morning/week from September to December). Periodic rentals should be limited to no longer than six months per agreement, and block rentals no longer than 10 weeks. No long term (year over year) agreements are allowed, either stated or implied.
5. For Profit rental requests for a block rental longer than 14 continuous days or two weeks, or for a periodic rental longer than eight weeks must be reviewed by the property committee before moving ahead.
6. Properties are rented as is. All capital improvements are to be for value to GGC and not to improve/enhance rental use or opportunity. Renters may bring in temporary facilities if appropriate and supportable by the property infrastructure.
7. Properties must maintain records of property use by GGC/Not-for-profit, commercial (for-profit) and have them available for review.
8. Properties must follow current GGC Contract requirements. Copies of the current "License Agreement for Use of Girl Guide Facilities" and "Guidelines for Signing Short Term Contracts for Use of Third-Party Facilities" can be found on the [Member Zone Property page](#).