

Administrative Procedure 550

LEASE OF SCHOOL FACILITIES

Background

Leasing space during school hours of an area not being utilized within a school facility, to another government agency or community organization, expands the opportunity to serve the local community through publicly funded facilities.

Procedures

1. Requests to lease space within a school facility must be submitted in writing to the Associate Superintendent, Business and Finance.
 - 1.1 Requests must include the area requirements and the specific nature of the activities to be conducted during the hours of occupancy.
2. Requests from government agencies or community organizations will only be considered where the Associate Superintendent, Business and Finance, determines the activities of the applicant will not interfere with instructional or student activities during the school day and the lease space is unnecessary for the delivery of instruction.
 - 2.1 Requests will be considered by the Associate Superintendent, Business and Finance after consultation with the Principal.
 - 2.2 Requests for access outside the regular school year may be considered by the Associate Superintendent, Business and Finance.
3. Applicants must have liability insurance coverage at the limits established by the Division with the Division being named as an additional insured.
 - 3.1 Proof of insurance coverage as required by the Division must be provided before access will be permitted to a lessee.
4. A lease agreement will be developed and signed by the applicant and the Associate Superintendent, Business and Finance. The minimum period for a proposed lease agreement is six (6) months.
5. The lease rate and conditions of occupancy will be established by the Division.
6. All revenues, less related expenditures, generated from the lease will be credited to the Facilities Department to cover operational costs.
7. The Board will approve the lease of school facilities in excess of two hundred and fifty thousand dollars (\$250,000) annually.

Reference: Section 52, 53, 187, 197, 222 Education Act
Societies Act