

Administrative Procedure 552

USE AND RENTAL OF DIVISION OFFICE MEETING ROOMS

Background

If meeting rooms in the Division Office are not being used by the Board or Division Office staff, these facilities can be made available to other groups.

Procedures

1. The Associate Superintendent, Business and Finance or designate is responsible for the booking of meeting rooms and related requirements.
2. Priority for Use of Division Office Meeting Rooms:
 - 2.1 The Board and Division Office staff.
 - 2.2 Groups related to the educational purpose of the Division provided that representatives of the Board or Division Office staff are part of this group.
 - 2.3 Leduc County groups that are directly related to the functioning of the municipality and have representation from the County Council or County Office staff, when space is not available within the County Centre that is leased by the Leduc County.
 - 2.4 Groups related to the educational purpose of the Division but do not have members of the Board, or the Board's Division Office staff, as part of the group.
3. Rental charges may be charged as determined by the Associate Superintendent, Business and Finance.

Reference: Section 51, 52, 187, 197, 222 Education Act