



## REGISTER OF OFFICIAL DOCUMENTS

### POLICY FOR THE RENTAL OF FACILITIES

Category and code: P - 7.1

Date of Coming into Force: January 27, 2020

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Origin: Equipment Services

Operator and Storage Site: Legal Department

History: Adopted by Resolution 99 -05-09  
Modified by Resolution 2008- 10-#06  
Modified by Resolution 2020- 01-#05



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## 1. INTRODUCTION

The buildings of the Lester B. Pearson School Board (hereafter called “the School Board”) are integral to, and a valuable resource for, the communities in which they are located. Every effort is made to ensure maximum accessibility to these facilities by all parties in a safe and equitable manner outside of school hours, while ensuring that no financial liability accrues to the schools, centres and school board by this use. The obligation of the School Board towards the community is further described in article 266(4) of the Education Act.

This policy provides governing boards, school principals and centre directors, the Rental w 7.836 0 Td (he )97



- 2.8 The Rental Office must obtain the approval of the principal/centre director and the Governing Board when the request relates to premises that are designated on the three- year-plan as being at the disposal of the school/centre.
- 2.9 When approval is required, the Governing Board will review the request and will make a decision to either approve or deny the request. There cannot be any conditional approvals.
- 2.10 The Rental Office issues the rental permit stating all terms and conditions as agreed to on the rental application and any other terms and conditions that may apply.
- 2.11 The use of equipment must be approved in advance. Extra fees may be charged if necessary.

### 3. FEE STRUCTURE

The School Board establishes a fee structure annually by March 31 for the school year commencing the following July 1st. The fee structure can be obtained from the Rental Office or downloaded from the School Board web site under the icon "Rental of Facilities".

### 4. MODIFICATION

None of the addenda is an integral part of the present policy and can be modified without consultation.



## ADDENDUM A – TYPE OF ACTIVITY

Type A: Activities organized by a school/centre in its own facility outside of normal school/centre hours when a caretaker is already on duty. These include, but are not limited to, Governing Board, PPO, Home and School, parent assemblies, and fundraisers organized by the school staff, parents, or students

Type B: Activities organized by schools/centres/board in another school facility when the services of a caretaker must be retained. These include, but are not limited to, graduations, fundraisers, dances, concerts.

Type C: Non-profit activities organized by individuals, registered non-profit organizations and groups included in the regular program of municipalities, subject to agreement that may exist between the School Board and that municipality

Type D: All other activities, except those included in type E activities.

Type E: Summer camps, long term rentals, and other special services

















