

ADMINISTRATIVE PROCEDURE 554

SPACE RENTAL

INTRODUCTION

The school buildings are used primarily for instructional needs and school-related activities. The gymnasium, library, classrooms and playground are used primarily for the instruction of students of the CSCE and for extracurricular activities related to the curriculum. School or extra-curricular activities will therefore have priority over non-school activities. The CSCE encourages the use of school buildings by the community when available.

School spaces may be used for community activities following established procedures. The order of priority for the use of school spaces will be as follows:

1. School activities which include extracurricular activities;
2. Meetings of parent committees affiliated with the school;
3. Community activities;
4. Social activities;
5. Commercial activities.

GENERAL GUIDELINES

Application

Requests for the use of school space for non-school purposes will be submitted to the school principal on [DA Form 554](#) for recommendation to the School Board.

1. Rental application

Individuals or organizations interested in renting school space should apply to the school administration by completing the "Rental of School Space" form.

2. Restitution deposit

All rental applications must be accompanied by a \$250 damage deposit, which is refundable after the rental period if all terms and conditions of the contract have been met.

3. Acceptance or rejection

The school principal shall recommend acceptance or denial of the rental application to the School Board.

4. Category

The school principal determines the category of activity that applies to the rental request.

5. Rental costs

The school administration identifies the rental costs according to the appropriate category. All prices include GST.

5.1 Youth Activities

This category includes activities for children or youth that are organized by community and/or parish groups (in the case of a Catholic school).

	Gymnasium	All other premises
École des Beaux-Lacs	\$20/hour	\$5/hour
École Beauséjour	\$20/hour	\$5/hour
École du Sommet	\$20/hour	\$5/hour
École Voyageur.	\$20/hour	\$5/hour

5.2 Activities for adults

This category includes any programming, recreational or social activities for adults.

	Gymnasium	All other premises
École des Beaux-Lacs	\$40/hour	\$10/hour
École Beauséjour	\$40/hour	\$10/hour
École du Sommet	\$40/hour	\$10/hour
École Voyageur	\$40/hour	\$10/hour

5.3 Commercial activities

This category includes for-profit activities where organizers charge an admission fee.

	Gymnasium	All other premises
École des Beaux-Lacs	\$80/hour	\$40/hour
École Beauséjour	\$80/hour	\$40/hour
École du Sommet	\$165/hour	\$40/hour
École Voyageur	\$165/hour	\$40/hour

6. Additional costs

6.1 Access to the premises:

In order to ensure adequate access to the premises, an additional amount of \$40/day will be added to the rental contract for the premises.

6.2 Safety:

In order to ensure the safety of the building, one of the following alternatives shall apply to any application:

- (a) For security provided by the School Board:
20 / hour for each hour of supervision, or
- (b) For security provided by the Tenant:

Submit the list of assigned security personnel to the School Board for approval one week prior to the event.

6.3 Cleaning / Room preparation

To ensure an acceptable level of cleanliness, one of the following options must be applied to any application:

- (a) For cleaning provided by the School Board:
30 / hour for each hour spent cleaning, or
- b) For cleaning provided by the tenant:

Submit the name of the person responsible for cleaning during and after the activity. A mandatory inspection at the rate of \$30/hour will be performed by the School Board custodian after the activity. If the cleaning does not meet the School Board's standards, a fee of \$30/hour will be charged to do the necessary work.

7. Floor covering

When a rental request requires the use of the gym floor, the following rates will apply:

7.1 \$50/day for the use of the siding and;

7.2 \$160 for the installation and removal of the pavement.

8. Specialized premises

8.1 Computer Lab: (Agreement to be negotiated with the School Board.)

8.2 Professional kitchen:

- a) \$50 / hour (with access to equipment), or
- b) \$30 / hour (without access to equipment).

9. Legal liability

The lessee agrees to reimburse the School Board for any loss or damage to the equipment or premises during the rental period. The lessee is responsible for obtaining the necessary insurance to cover any legal action related to the activities held on the leased premises. (Minimum \$2 million)

10. Acceptance of the application

The Treasurer has the final responsibility to accept or deny a rental request. Once the request is accepted, the school administration is responsible for making the necessary arrangements at the school level to accommodate the rental.

11. Billing

The school forwards a copy of the completed rental form, along with the deposit, to the School Board office. The deposit cheque is written to the Centre East Francophone School Board and deposited in the building maintenance account. Billing is handled by the School Board. Income is credited to the building maintenance account.

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