

# AP 547 – RENTAL OR LEASE OF DIVISION PROPERTY / FACILITIES AND RELATED PARTNERSHIPS

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## Background

The Division is an active partner with community groups and organizations within the City of Lloydminster and would like to support these groups and organizations, while maintaining the integrity and safekeeping of its property.

## Procedures

1. Any group requesting use of the facilities must name a designated representative who has been given the authority to act on behalf of the organization and to appoint responsible adult supervisors for each activity and all spectators.
2. Division insurance covers only school-related activities. All groups are required to provide their own liability and accident insurance.
3. Users shall assume responsibility for any loss or damage of property or equipment.
4. The rental fee shall be levied if notification of cancellation is not provided in writing, during school hours, a minimum of twenty-four (24) hours, prior to the scheduled time for the activity.
5. Non-marking running shoes are required for all athletic activities involving the use of the gymnasium. No street footwear is permitted in the gymnasium without arrangements for appropriate floor covering.
6. The public is expected to remove outside footwear.
7. All groups must realize that bookings may have to be altered in accordance with school priorities if forty-eight (48) hours notice is given to concerned parties.
8. All schools are smoke-free facilities, as per Division procedures. There will be no smoking permitted in the schools or on the grounds.
9. Alcoholic beverages are not permitted in the school building or on school property.
10. Food/drink is not permitted in the gymnasium. Groups shall indicate on the rental form if they are requesting permission to serve food/drink in the facility. Such requests are subject to the approval of the Principal.
11. Classrooms, laboratories, offices, supply rooms, staff room, and all other parts of the building not specifically designated as part of the rental agreement are not to be used or entered whether locked or not.
12. Arrangements to open and close the school shall be made with the Principal or designate.

13. The group shall be responsible for clean-up following use of the school facilities. Additional charges for janitorial services shall be assessed to the organization if additional work is necessary to return the facility to the accepted standard, at the discretion of the Principal.
14. In cases of groups being disallowed use of the school facilities, an appeal may be made to the Director or designate. The Director will make a decision as to whether they may be able to use the facility.
15. Division facilities are not available to be rented on Sundays or Statutory holidays without specific application to the Director.
16. All usage of Division facilities will be prepaid unless an on-going agreement or facility use exists; where upon a monthly invoice may be issued.
17. In certain cases, upon application to the Director or designate, partnerships with community groups or organizations may be established in lieu of established rental or lease rates.

Reference: Sections 85, 87, 108, 109, 110, 175, 343 Education Act

