

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 122 - Use of Surplus School Space

Policy

The rental of surplus school space by community groups is supported and encouraged.

Procedures:

1. The Superintendent may approve written applications for the rental of school space from community groups on a continuous basis for a period of one year.
2. Only community groups that are non-profit associations, the Municipal Government or Provincial Government are eligible to rent surplus school space and be viewed as operators under this policy.
3. Operators must consult with the principal prior to an application being submitted to the Superintendent for approval.
4. Once the application has been approved a lease agreement between the operator and the District will be prepared by the Associate Superintendent (Business & Finance) which sets out:
 - 4.1 Liability insurance requirements;
 - 4.2 Costs involved; and
 - 4.3 Terms of lease conditions.
5. The operator will pay a rental fees that will cover the facility operation costs of the space as determined by the Associate Superintendent (Business & Finance).
6. Operators are required to meet all provincial and municipal requirements.

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