

Administrative Procedures Manual	Administrative Procedure 547
	School Building Rental Fees
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 187, 197, 222 Education Act Societies Act SCORES Agreement

Background

A community is to derive benefit from its schools and their resources, consistent with the Board's responsibility to the public. Such use is part of a reciprocal process in which schools also make use of community resources.

The Division endorses the use of its schools outside regular school program hours. In accordance with the Standing Committee on Recreational and Educational Services (SCORES) Agreement [AP 547 Appendix B - SCORES Agreement](#) rental fees will be charged.

Procedures

1. Priority Use of Schools

- 1.1 Facility bookings which encourage the community use of the school resources are to:
 - 1.1.1 Emphasize that the first priority in the use of school resources is the education of school age children in the community; and
 - 1.1.2 Enable school facilities to be made available to the community, consistent with the educational priorities for use of school resources.
- 1.2 School functions will have priority over any booking for other use. In the event that a user group already has a date booked, schools will endeavour to give the user group at least seventy-two (72) hours' notice of cancellation.

2. Facility Bookings

- 2.1 In accordance with [AP 547 Appendix A – Schedule of Facility Rental Rates](#), which may be amended from time to time, and in accordance with booking procedures established by SCORES, facility charges will be levied for the use of Division facilities and/or equipment and furnishings.
- 2.2 Principals will have the right to refuse any bookings they deem not suitable and are to notify the Secretary-Treasurer and City booking agent of such refusal, and the reason.
- 2.3 The Division will not accept external bookings for social functions such as dances or parties with exception of the Lions Learning Centre.
- 2.4 Banquets will only be accommodated at the Composite High School or Crystal Park School.
- 2.5 Groups booking functions involving the consumption of alcohol must first obtain approval in writing from the Division to purchase a liquor permit.