

## **LEASING OF DIVISION FACILITIES**

### **Background**

Where available space is not required for Division use during the regular school day, long term leasing of such space may be considered. Revenues accruing from the leasing agreements will be appropriately allocated in the best overall interests of the Division.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

### **Procedures**

1. The Division may enter into leasing agreements for the lease of school and support facilities during the regular school day. Preference will be given to educational organizations.
2. Agreements will be considered where the space is not essential to the daily needs of the facility and the proposed use is endorsed by the Principal or building supervisor.
3. The Assistant Superintendent, Corporate Services or designate is responsible for the preparation/administration of the required agreements and the negotiation of leasing rates.
4. Invoicing and collection of monies will be done by the Assistant Superintendent, Corporate Services or designate. Lease proceeds will be distributed as follows:
  - 4.1 A four percent (4%) administration fee will be charged.
  - 4.2 Ten percent (10%) of the gross annual lease revenue (minimum one thousand dollars (\$1,000)) will be distributed to the school or facility.
  - 4.3 The balance of the gross annual lease revenue will be distributed to Operations and Maintenance to offset the loss of provincial funding in the Plant Operations and Maintenance envelope for the leased area.
5. Leasing rates will be determined based on the following factors:
  - 5.1 Profit versus non-profit organizations.
  - 5.2 The type of facilities and area required.
  - 5.3 Circumstances and building requirements unique to each particular situation.
  - 5.4 Leasing rates for comparable facilities.

5.5 Current commercial rates prevalent in the area.

6. Lessees will be responsible for maintaining current insurance coverage as specified in the individual lease agreements.

Reference: Relevant Legislation & Guidelines