



Administrative Regulation 604

1. Individual school space utilization must be prudent, and reflect space needed rather than space available for the delivery of the educational program. The utilization of surplus space must be in keeping with and subject to the provisions of the *School Act* and the associated regulations.
2. School premises may be leased to outside organizations. All inquiries regarding the leasing of surplus space or the use of school space outside school hours shall be directed by the principal to Facilities Services, Land Use Planner.
3. Any lease negotiations contemplating District property shall involve and be coordinated through the Director of Facilities Services. Lease agreements shall provide for a stipulated term dependant upon the status of the contemplated site and may set out specific conditions governing the conduct of the lessee. Lease agreements shall incorporate terms which specify that:
 - a. the relationship is subject to any direction from the appropriate government authority, including Alberta Education or Alberta Infrastructure
 - b. the relationship is subject to the Joint Use Agreement in force from time to time with the City of Edmonton;
 - c. the tenant must at all times abide by the policies and regulations of the District;
 - d. the tenant is subject to the reasonable direction of the principal responsible for the building in which the leased premises are located; and,
 - d. all employees, directors, officers or volunteers involved with the lessee shall complete a criminal reference check and child welfare checks;
4. Requests for the leasing of facilities shall be prioritized in the following order:
 - a. those groups providing for general community or public needs (e.g. play school, before and after-school care, day care etc.).
 - b. those groups involved in non-profit educational projects and not necessarily community projects.
 - c. all other groups and/or individuals.
5. In considering requests for lease of school facilities, the District shall, where possible, lease facilities in accordance with the following priorities:
 - a. self-contained units are to be leased before space in an operating school (e.g. non-operation schools, portables, etc.).
 - b. space in an operational school (an active site) will be considered only if the operation of the school is not disturbed. The frequency and term of such leases shall be on a monthly basis not to exceed a twelve (12) month maximum term.
6. All direct and indirect costs incurred by the District should be recovered through the establishment of appropriate lease rates set by the District from time to time.
7. Where the lessee is controlled or operated by a non-profit corporation, society or association, the District may consider a lease rate applicable to the circumstances of the lessee. Where the lessee is profit oriented, a private school, or a government agency, the District will consider a lease rate in keeping with market conditions at the applicable time. Lease rates will be reviewed and set on an annual basis by the Board of Trustees.




Administrative Regulation 604

8. The Director of Facilities Services shall report annually to the Office of the Superintendent regarding the status of District property leases. Details regarding the current lessees, the lease terms, the rates, the expected term expiry, lease renewal details, and any other relevant details shall be reported to the Superintendent no later than the end of November of each school year.

9. Standard form lease agreements will be developed and reviewed from time to time by District Legal Counsel in consultation with District administration for use by Facilities Services, Office of Land Use Planner. Leases with a term in excess of one year in duration in non-operational schools or requiring amendment of any kind must be reviewed and approved by Legal Counsel, the Director of Facilities Services, and the Director of Educational Planning and Administrative Services prior to execution on the part of the District.

10. All leases shall be executed by the signing authority authorized from time to time on behalf of the District.

Reference: School Act Section 200(2) Disposition of Property Regulation	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 400, 409	Date(s) Revised: June 12, 2002; March 15, 2005; February 11, 2008