Policy Statement				
Our Future Begins Here Commission scolaire Western Québec Western Québec School Board		Policy No. B-6		
SUBJECT: Leasing of Premises and Granting of Contracts				
Approval Date: September 24, 2003Resolution No: C-03/04-13		03/04-13		
Revision Date: April 27, 2010 (Annex B) Resolution No: C-09/10-182		9/10-182		
Origin: Business Committee				

# 1. **OBJECTIVE**

The objective of this policy is to provide principals and governing boards guidelines when negotiating agreements for the use of premises or immovables. It will also serve to ensure that by entering agreements for the use of their premises or immovables, the governing boards recover the capital and maintenance costs of such leases.

### 2. DEFINITIONS

Education Act:	R.S.Q., I-13.3 (The "Act")
Governing Board:	As defined by Division II of the Education Act
WQSB:	Western Québec School Board
Lessee:	Any third party to whom the Governing Board leases its premises

# 3. POLICY

- **3.1.** In general the premises or immovables placed at the disposal of the schools fall under the responsibility of the principal and the governing board, as provided for by section 93 of the Education Act. The following policy will apply to all schools created by the WQSB.
- **3.2.** The WQSB recognizes the rights and responsibilities of the governing board as outlined in the Act, in those matters related to the use of the premises or immovables placed at the disposal of the school, subject to this policy.
- **3.3.** The WQSB acknowledges its responsibility, as outlined in the Act, to ensure that the Act, applicable regulations, and this policy are respected by the principal and governing board.

- **3.4.** In recognition of the WQSB's authority under section 93 of the Act, the principal and the governing board will abide by this policy and the following:
  - **3.4.1.** Copyright Act (R.S.C., C-42) The WQSB shall require that, in the event of a musical or a theatrical performance, the lessee obtain all licenses under the terms of the Copyright Act.
  - **3.4.2.** Liquor Permits (R.S.Q., C. P-9-1) If the lessee wishes to sell or serve alcoholic beverages, the lessee must obtain a liquor permit as required under the law.
  - **3.4.3.** The lessee must pay the fire insurance premiums required for the proposed rental, as set out by the WQSB's insurer.
  - **3.4.4.** The lessee must abide by procedures for the use of facilities as set forth in Annex A.
- **3.5.** The governing board will accept a charge representing the capital and maintenance costs equal to an hourly rate of \$5 for each rental of the premises or immovables placed at the disposal of the school.
- **3.6.** Annexes A and B form an integral part of this policy and the principal and the governing board must abide by them.
- **3.7.** The school principals will be responsible to forward rental application forms to the school board as soon as they are completed, for the purpose of section 3.5.
- **3.8.** All leases exceeding a one-year term must be approved by the WQSB.



# PROCEDURES - USE (LEASE) OF FACILITIES

## 1. PROCEDURE FOR REQUESTS

- **1.1** The completed *Rental Application Form* (Annex B) must be submitted to the school principal or his/her delegate.
- **1.2** All requests profit or non-profit for school facilities must be made using the *Rental Application Form* (Annex B).
- **1.3** Requests must be made no less than six (6) weeks in advance to the school principal when the rental requires a permit for alcohol and 20 days in advance in all other cases.
- The applicant must be present at all times during the event and is responsible for the enforcement of this policy.

### 2. LIQUOR LICENSES AND PERMITS

- **2.1** All functions requiring liquor permits must be approved by the governing board.
- **2.2** A serving permit is necessary as per section 1.3 above, even if no alcoholic beverages are sold during said reception.
- **2.3** Six (6) weeks before the event, a request is made to the Régie des Alcools, des Courses et des Jeux for a banquet licence and appropriate entertainment rider addressed to the following service:

Régie des Alcools des Courses et des Jeux 1, rue Notre-Dame Est Bureau 9.01 Montréal (Québec) H2Y 1B6 1-800-363-0320 Fax (514) 876-5861

- **2.4** Six (6) weeks before the event a request is made to the governing board to obtain a resolution of authorization.
- **2.5** Four (4) weeks in advance complete the form supplied by the Régie taking into account the special requirements such as the signature of the Chief of Police, etc... and return it to the CCPAQ with a money order for the required amount and a certified copy of the governing board's resolution or authorization.
- **2.6** The permit will be exhibited in full view on the day of the event and in the place where the reception will be held.
- **2.7** A sign must be posted indicating that liquor will not be sold to minors.
- **2.8** The applicant must inform persons that are intoxicated that they should not drive, and other means of transportation will be arranged by the applicant.

#### 3. RENTAL FEE GUIDELINES

The following rental fee structure is only a guideline, subject to Governing Board's approval. For all registered non-profit organization there will be a base price of \$10 per event or \$300 for the school year. For all other use the following rental fees will apply:

- 3.1 Rental of Gymnasium or Cafeteria
  - \$400 (function between 8 a.m. and 6 p.m.) + Custodian cost when required.
  - \$400 (function between 6 p.m. and midnight) + Custodian cost when required.
  - For times before or after the hours mentioned above and with prior approval, there will be an additional \$30 per hour + custodian cost, if required.
- **3.2** In all other cases
  - For all other use of gymnasium or cafeteria there will be a charge of \$5 per hour per person
  - Classroom space will be \$40 / use
  - All other space will be at \$5 / sq. ft

Custodians costs, when applicable or requested, are in accordance with the local agreement for support personnel and are in addition to any other costs here above specified.



# **RENTAL APPLICATION FORM – USE OF PREMISES**

ORGANIZATION:	RENTAL:
Name:	Number of People:
Address:	Frequency:
	Equipment Required:
Telephone:	SCHOOL TO BE USED:
Non-Profit Organization (check)	Name:
PERSON RESPONSIBLE (Applicant):	
Name:	
Address:	Cost of Entry, Registration or Other:
Telephone:	Other Information:
RENTAL:	
Space Requested:	
Activity:	
Day (s):	
Time:	
From: To:	

### WITHOUT LIQUOR WITH LIQUOR (see item #3 of regulations below)

IT IS UNDERSTOOD BY THE APPLICANT THAT THE USE OF FACILITIES AGREEMENT MAY BE MODIFIED BY THE SCHOOL BOARD SHOULD THE FACILITIES BE REQUIRED FOR SCHOOL BOARD SPONSORED ACTIVITIES.

### SIGNATURE OF APPLICANT:

#### SUGGESTED COST

a) For NPO \$10 per event or \$300 for the year	\$
b) \$400 (gym function between 8 a.m. – 6 p.m.)	\$
c) \$400 (gym function between 6 p.m. – midnight)	\$
d) \$30 / hour + custodian charge if required	\$
e) \$5 /hour / person (gymnasium / cafeteria)	\$
f) \$40 /use for classroom	\$
g) \$5 /sq./ft – all other space	\$
h) Additional Costs	\$
SUB-TOTAL:	\$
GST (5%):	\$
QST (7.5%):	\$
SUB-TOTAL:	\$ (***-1-21100-954)
	(***-1-03490-081)
I) DAMAGE DEPOSIT - \$200 (if required)	\$
J) CUSTODIAN COST(including all related costs)	\$ (100-1-63000-985)
TOTAL COST (to be paid by organization)	\$
	 3
K) INTERNAL USE ONLY : Capital / maintenance cost \$5/hour x number of hours	\$

SIGNATURE OF PRINCIPAL:

#### **GOVERNING BOARD RESOLUTION No.:**

In general the schools are for the use of the educational community. In the evening the schools are available to the community without displacement of school activities held in the evening, e.g., parent interviews will always have precedence.

#### REGULATIONS GOVERNING USE OF SCHOOL FACILITIES AND/OR EQUIPMENT

1. A responsible adult supervisor must be present at all times.

2. All facilities and equipment used are to be returned to their original state prior to the school opening on the next day.

No alcohol is allowed on the premises or on the school grounds unless permission to serve alcoholic beverages at social functions has been granted by the Régie and the School Board. A copy of the permit must be deposited with the School Board five (5) days prior to the authorized function.
For all functions, a fire check must be carried out during the evening by the custodian or the individual designated by the School Board responsible for the function, and again prior to

vacating the building.

5. Deposits and applications must be in the office of the Principal 7 days prior to the function.

6. All buildings under the jurisdiction of the Western Québec School Board are smoke free. No smoking is allowed on the school property.

#### SIGNATURE OF DIRECTOR OF BUILDINGS AND EQUIPMENT: