

**Criteria for the Approval of Rentals
at Pierrefonds Comprehensive High School**
Revised: January 13, 2016 Resolution #GB 16-01-04

1.0 Background

Article 93 of the Education Act stipulates that: *“the governing board is responsible for approving the use of the premises or immovables placed at the disposal of the school, proposed by the principal, subject to the obligations imposed by the law for the use of the school premises for election purposes and to the agreements for the use of the school premises entered into by the school board before the issue of the deed of establishment of the school.*

Any agreement entered into by the governing board for the use of the premises or immovables placed at the disposal of the school requires prior authorization from the school board if the term of the agreement exceeds one year.

The governing board is responsible for approving the organization by the school board, on the school premises, of cultural, social, sports, scientific or community services.”

2.0 Rentals

2.1 Definitions

Article 266 of the Education Act states that a function of the school board is “to encourage the use of its immovables by public or community organizations in its territory or to lease out its movable or immovable property, subject to the right of its educational institutions to use the property placed at their disposal.”

To that end, the school board has approved a *Policy for the Rental of Facilities of the Lester B. Pearson School Board*, which will be referred to in this document.

“Users outside the Board” include municipalities, non-profit organizations and other organizations or groups.

2.2 Criteria for the Approval of Rentals

In total, six (6) criteria are defined governing the approval of rentals. These criteria are grouped under the following categories:

- **Conformity with the school board Rental of Facilities Policy, Service Agreement, Rental Rules and Regulations and Smoking By-Laws**
- **Supervision / Number of Participants**
- **History with the Board / Contact Person**
- **School Disruptions**
- **Access to Classrooms**
- **Conformity with PCHS' Educational Project and Mission Statement**

2.2.1 Conformity with the school board Rental of Facilities Policy, Service Agreement, Rental Rules and Regulations, and Smoking By-Laws

All property rentals must strictly adhere to the school board Use of Facilities Policy.

A copy of the *Service Agreement*, that defines the terms and conditions of the rental of school board property by outside users, will be submitted to the Governing Board for approval. This form should be submitted to all Governing Board members at least one week prior to a regularly scheduled meeting of the Board and within reasonable timing of the event to allow for modifications. The *authorization* or rental permit will then be issued by the school board, following governing board approval.

2.2.2 Supervision / Number of Participants

Proper and adequate supervision of minor participants is the responsibility of the lessee. However, if there is concern that the supervision will not be adequate, details of the supervision plan may be requested for approval of rentals.

The total number of participants, both minor and adult should be included on the rental's request.

2.2.3 History with the Board / Contact Person

The name of a contact person must be provided with the Request for Approval of Rental.

After the premises have been used, the Principal will review the written report of the Caretaker on duty in accordance with the School Rental Policy.

The Governing Board reserves the right to approve or not approve the rental of school property on the basis of previous history with the school board.

2.2.4 School Disruptions

School disruptions resulting from a rental constitute sufficient grounds for the denial of such approval.

2.2.5 Access to classrooms

All requests for the Approval of Rentals of classrooms are denied to all users outside the Board.

2.2.6 Conformity with PCHS' Educational Project and Mission Statement

Approval of Rentals is contingent on the proposed activity's conformity to our school's Educational Project and Mission Statement. In particular, approved activities should foster "strong relationships built on respect, caring and sharing in an environment that promotes cooperation, pride, tolerance, common courtesy self-confidence and social responsibility."

3.0 Recommendations

- 3.1 A list of school property rentals proposed for a given school year should be presented for approval by the Governing Board at the beginning of the school year, where possible.
- 3.2 A copy of the Service Agreement must be kept on file at the school's office along with a copy of the written report provided by the Caretaker on duty following the use of school premises. This measure is to ensure adequate reserves by the School Board for future repairs and preventative maintenance according to usage.
- 3.3 The **Criteria for the Approval of Rentals at PCHS** is subject to annual revision by the Governing Board at the end of each mandate.
- 3.4 Exceptionally, in the event that an activity requires approval before the next scheduled governing board meeting, the governing board may vote on approval by e-mail in accordance with the PCHS Governing Board Internal Rules of Management.
- 3.5 Exceptions may be considered by the Governing Board where warranted.