



AP 539 – RENTAL OF BOARD FACILITIES

BACKGROUND

As a publicly funded organization and supporter of youth and community programs, Saskatoon Public Schools is prepared to make its property and facilities available for use by community or not-for-profit organizations, groups of Saskatoon Public Schools employees, and by partners in education on a regular or intermittent basis provided the rental activity does not negatively impact upon the primary purpose of the Saskatoon Public School's facilities – the education of students. High priority and favorable rental times will be given to youth-oriented groups while lower priority will apply to adult-oriented groups.

Rental rates will be determined in conjunction with the City of Saskatoon and Greater Saskatoon Catholic Schools on an incremental cost basis, where incurred, for school, youth and community programs and at near or full market rates for all other programs or uses. In general, Saskatoon Public Schools will not rent property or facilities to commercial, profit-oriented entities or individuals or to groups for private social parties.

DEFINITIONS

1. The definition of "Property" is the land owned by Saskatoon Public Schools.
2. The definition of "Facilities" is the building owned by Saskatoon Public Schools.
3. The definition of "Partner in Education" is any community minded organization that seeks to further enhance our school system programming through educational activities that support our students learning and those of the community that we provide our services to.

PROCEDURES

1. All regulations, rules, procedures, restrictions and schedule of fees pertaining to the rental of Saskatoon Public School's property and facilities shall be included in a rental handbook. The contents of the handbook, available on request, shall be reviewed and approved by the Superintendent of Facilities on an annual basis.
2. Liability: The renter shall protect, indemnify and hold harmless Saskatoon Public Schools from and against any and all claims and expenses in connection with the rental activity.
3. Insurance: The renter shall maintain general liability insurance in an amount not less than \$2,000,000.
4. Saskatoon Public Schools will endeavor to provide quality rental service to parties using school facilities. Caretaking service will be provided. Temperature and ventilation will be regulated, where possible, to suit the needs of the users. For dates outside the school calendar year, air conditioning may be provided at an additional cost to the renting party. In return, Saskatoon Public Schools expects the users will take good care of the facilities and will provide supervision of those who use it, and will not make unreasonable demands upon the caretaker



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5. Applications for the use of all facilities shall be made in writing on approved forms to the **Rentals Clerk, Facilities Section, Saskatoon Public Schools, 105 Avenue G South, Saskatoon, Saskatchewan, S7M 1T8**. Telephone calls must be confirmed with Rental Application forms, or else they will not be honored.
6. Applications must be made at least two weeks in advance of the rental date.
7. Saskatoon Public Schools reserves the right to refuse any application for the use of the **facilities or property**.
8. The Superintendent of Facilities is responsible for property and facility rentals.

Since the requests for rental vary widely in nature, the Superintendent of Facilities has limited discretionary power in dealing with unusual circumstances where these procedures may not apply.

Reference: Section 85(1)(x), 87(1)(l), 343, Education Act
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