

ADMINISTRATIVE PROCEDURE NO. 503

LEASE OF SCHOOL BUILDINGS OR SPACE WITHIN SCHOOL BUILDINGS

Background

All, or part, of a school may be leased if there is a surplus of school space in the Division.

Procedures

1. Where a school building is leased to any agency, there shall be a lease agreement detailing the terms of the lease and any other terms and conditions the Board considers necessary.
2. All leases shall include a clause or clauses which require:
 - a. A primary lessee to give written notification to the Board of any and all applications for the sub-leasing of space; and
 - b. The written approval of the Board of all such applications for the sub-leasing of space.
3. An application for the sub-lease of space by any agency, or group, whose purposes or objectives are considered to be contrary to those of the Board may be refused.