


Policy Statement	
	Commission scolaire Western Québec Western Québec School Board
Policy No. B-6	
SUBJECT:	Leasing of Premises and Granting of Contracts
Approval Date: September 24, 2003	Resolution No: C-03/04-13
Revision Date: April 27, 2010 (Annex B)	Resolution No: C-09/10-182
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.
- 1.4 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.

