 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	OUTSIDE ORGANIZATIONS – RENTAL POLICY AND RATE STRUCTURE FOR USE OF BOARD FACILITIES	CODE: BG-7
Origin:	Buildings and Grounds	
Authority:	Resolutions #83-02-23-13; #85-03-27-9.6; #87-04-22-9.2; #92-11-25-8.5	
Reference(s):		

POLICY STATEMENT

1. The facilities of the Board shall be available to school-associated and community-based groups from September 1 to August 15, it being understood that the use of any facility for the conduct of educational programs by the principal and staff shall be given first priority.
2. When the principal requires a school for an extended school program, the facilities shall be made available at no charge. The principal, however, shall be expected to reserve facilities through the Facilities Reservations Bureau.
3. During the regular work week, the use of any facility by a school committee, orientation committee, Central Parents' Committee or Board committee for the required meetings of these groups shall be made available without charge.

During weekends and holiday periods, parent groups may operate fund-raising events for the benefit of the school or school community with no charge for the rental of space. Caretaking costs shall be charged to the group concerned. However, the aforesaid groups may apply to the Deputy Director General requesting that these caretaking costs be waived. Each request shall be considered on an individual basis.

4. Groups other than those outlined in items 2 and 3 above that use the facilities and levy an admission charge and/or raise funds shall pay the regular rental rate which includes an amount reflecting the 'extended use' concept (see item 9).


5. The use of any facility by the Adult Education Services shall be considered an integral part of the work of the Board in discharging its responsibility to provide educational and cultural services to adults domiciled within its territory (Board policy - Resolution #87-10-28-10).
6. The use of any facility may be extended as a result of an agreement between the Board and the municipality in which the school is located.
7. The rental and/or reservation of all facilities must be made through the Facilities Reservations Bureau.
8. Rates shall be reviewed by the Facilities Reservations Bureau annually, and proposed changes shall be submitted to the February meeting of the Finance and Legislation Committee for recommendation to the Board.
9. The rental of Board facilities and fee structure shall reflect the cost of such rentals to the Board. When the school and/or Administration Building's facilities are used extensively (extended use) by the school and/or by outside organizations, there is a certain long-term wear and tear on the buildings. The resulting service, maintenance and repair costs shall be reflected in the rate structure.
10. The Board has agreements with the following municipalities: Dorval*, Lachine*, LaSalle* Mount Royal, Outremont, Pierrefonds*, St. Laurent, and Ville D'Anjou. Under the terms of the agreements, the municipality shall maintain the school grounds in exchange for the use of the school's facilities.

Should the schools need to make a cancellation, they shall be allowed up to five (5) cancellations per school year providing they give fifteen (15) days notice to the municipality of any said cancellation.

11. A review committee*, the members of which shall be two Commissioners, the Deputy Director General and the Coordinator of Real Estate*, shall oversee the equitable use of facilities by outside organizations and groups and shall rule on complaints regarding the misuse of facilities or the charge for use of facilities.

* Please note that subsequent to the adoption of this policy:

- a review committee no longer exists
- the position of Coordinator of Real Estate has been replaced by Supervisor of Real Estate
- these municipalities are not on EMSB territory

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PROCEDURE:	OUTSIDE ORGANIZATIONS – RENTAL POLICY AND RATE STRUCTURE FOR USE OF BOARD FACILITIES	CODE: BG-7.P
Origin:	Buildings and Grounds	
Reference(s):		

PURPOSE

To provide guidelines and a rate structure governing the rental of Board facilities.

PROCEDURE

Use of School Facilities Before 6:00 p.m.

1. The principal shall be consulted by the Facilities Reservations Bureau before a commitment is made to rent any of the school facilities. This consultation is to avoid conflicts with the school program.
2. Whenever possible, summer rentals shall follow the aforesaid procedure. When the principal is not available, a senior administrator shall be consulted.

Administrative Deadlines

1. School committees, regional parents' committees and home and school associations shall be expected to adhere to administrative deadlines in order to permit good management of all facilities by the Facilities Reservations Bureau. To this end, these groups must reserve for all events, including their regular monthly meetings.
2. These administrative deadlines shall apply equally to the school itself.

Use of Gymnasias

1. Applications for extended use of a specific gymnasium facility, i.e. for weekly meetings over an extended period, must be received before June 15th by the Facilities Reservations Bureau.
2. Except where a municipal exchange agreement governs, no group applying for more than two (2) evenings a week for the school year in a specific school gymnasium shall receive confirmation before the end of June. This restriction will allow the Facilities Reservations Bureau to make an equitable distribution of available space in gymnasias to all interested parties.
3. After June 15th, applications for space in gymnasias shall be considered as received, and bookings shall be made into unassigned time slots.

Adult Education

1. The Adult Education and Vocational Services Department shall make all reservations for all classes falling under the jurisdiction of the department through the Facilities Reservations Bureau.
2. When adult education classes are established, a head of establishment shall be engaged to provide coordination for the adult education clientele.

Security and Supervision

1. It shall be the responsibility of each permit holder to supervise his group.
2. When there are several groups in a school on any given night, it shall be the responsibility of the Facilities Reservations Bureau, in consultation with the principal, to decide on the advisability of engaging a security guard. However, a principal may, after discussion with the Regional Director, request the services of a security guard or security guards.
3. When security guards are deemed necessary by the Facilities Reservations Bureau and/or the principal, the permit holder shall provide proof of engagement of such guards.

Unsatisfactory Use of Facilities

Should the principal be dissatisfied with the condition of the school after the premises have been used by an outside group, he/she shall first attempt to solve the problem at the local level.

1. If the principal does not find it possible to contact the group or if he/she deems it necessary to make a complaint to the Facilities Reservations Bureau, the following procedure shall be followed:
 - a. The caretaker on duty shall submit a written report on the incident and/or on the condition of the school.
 - b. The principal shall examine the report and shall recommend what action is to be taken by the Facilities Reservations Bureau. The recommendation made shall be one or more of the following:
 - i. that a notation of the incident be filed;
 - ii. that a letter of warning be sent to the permit holder;
 - iii. that the contract be annulled;
 - iv. that a bill for cleaning, etc., be sent.
 - c. The principal shall forward one copy of the report to the Facilities Reservations Bureau and another copy to the Regional Director and shall maintain one for his/her file.
 - d. When the principal reports that serious abuse of the building has taken place and recommends annulment of a contract to the Facilities Reservations Bureau, the appropriate action shall be taken by the Coordinator of Real Estate* in conjunction with the review committee*.

Gymnasia

The rate structure for gymnasia shall be based on the following classroom equivalences:

1. four (4) classrooms in elementary schools;
2. eight (8) classrooms in secondary schools.

* See note on page 2.

Auditoria

The cost of operating auditoria because of lighting, heating and maintenance is substantial. The Board, in its efforts to offer these facilities at as low a rate as possible, has divided its available auditoria into three classes:

1. those of 200-400 seats;
2. those of 401-600 seats;
3. those of 601-900 seats;

Booking of Space Outside Regular School Hours

All users for organized or informal activities, including the school, shall apply for and obtain a permit from the Facilities Reservations Bureau (FRB). This ensures that the use of the building is centrally recorded in terms of security, staffing and costs to operate.

1. School Use
Form M111, which states that the request should be received by the FRB at least seven (7) days before the event;
2. Any Other Use
Form M110, to FRB at least ten (10) days before the event.

Municipal Exchange Agreements

The schedule shall be established in early September to cover the school year as follows:

1. school identifies its needs;
2. municipality identifies its needs from the remaining space dates;
3. FRB advises all parties of the schedule thus developed.

Cancellations

1. A permit or the exchange agreement constitutes a contractual obligation between the permit holder or municipality on the one hand, the Board and school on the other. The requirements concerning cancellations, both in terms of advance notice and expenses incurred, must be respected.
2. Should a school encounter an unanticipated need, the rules shall be followed and, if possible, another date or location chosen.

3. When a school has failed to anticipate a need before the deadline and the permit holder refuses to give up the date for valid reasons, the review committee shall not normally support the school if the need could or should have been anticipated.
4. The general regulations concerning cancellation shall be as follows:
 - i. Section 1 – General Conditions – Item 15 reads as follows:

“Cancellation of accommodation

15. a. *All cancellations must be made in writing through the Facilities Reservations Bureau. If telephoned in, they must be confirmed in writing.*

In the case of occasional users or special events by regular users, clauses b. and c. below shall apply.

- b. *Cancellations made by the projected user:*

Seven (7) days or more before use - without penalty. Between four (4) and seven (7) days before use - \$10 of deposit forfeited. Less than four (4) days before use – total deposit forfeited.

- c. *Cancellations made by the Board through the Facilities Reservations Bureau:*

Up to seven (7) days before use – no claim will be entertained. Between four (4) and seven (7) days – ‘provable’ expenses incurred provided, in the opinion of the Facilities Reservations Bureau, suitable alternative accommodations cannot be offered. Less than four (4) days before use – ‘provable’ expenses incurred except where cancellations result from Acts of God or other causes beyond the Board’s control.

- d. *There will be no penalty to either party in all other instances where the space is not utilized or is not available despite the issuance of the permit.*

- e. *Cancellations of a major performance or act with less than four (4) days' notice to accommodate a school's unanticipated need for the space requested is subject to prior approval of the Executive Committee of the Board.*
- f. *Where cancellation is at the request of the school, it shall defray all 'owner' expenses incurred under item c. above."*
- i. The pertinent clause of the standard municipal exchange agreement reads as follows:

"D. Cancellations:

Outside school hours, facilities normally reserved for the use of the municipality may, on occasion, be reserved (pre-empted) by the Board for organized school and inter-school activities, provided that the municipality receives notice fifteen (15) days before the date. This right of priority (pre-emption) cannot be used more than five (5) times per year nor for periods exceeding five (5) days per year."

Termination of a Permit

1. Any permit which is terminated for cause following application of procedure re 'Unsatisfactory Use of Facilities' above normally requires one week's notice for the permit holder. In the case of a very serious incident, the FRB may suspend the permit pending an investigation of the matter.
2. Municipal exchange agreements shall be annual with automatic renewal, unless either party notifies the other of cancellation at least three months before the termination date (usually August or September). Specific agreements covering an individual school or part thereof may have other dates and periods of notice. The school shall review their copy of all such agreements from time to time to ensure that the contents are well known and understood.

Rates and Rate Structure

1. The rates contained herein pertain to after-school, evening and weekend use of space. The rental for exclusive daytime space shall be made through the Coordinator of Real Estate* as a lease and is not part of the Facilities Reservations Bureau.

* See note on page 2.

1. The following factors shall be considered when rates are set:
 - a. cost of caretaking;
 - b. cost of security guard if required;
 - c. cost of special items, e.g. use of showers, liquor permit, etc.;
 - d. costs of gymnasias, libraries, etc. where classroom equivalents are used;
 - e. cost of auditoria.

2. There shall be several categories of users:
 - a. the school – daytime and evening use;
 - b. the parent groups – school committee and home and school;
 - c. the adult non-profit group;
 - d. the adult commercial group.

3. Classification of rates:
 - a. 'No charge' as defined in policy;
 - b. 'Preferred rate' – those activities which do not require the presence of a second caretaker as outlined in the provincial entente for caretakers;¹
 - c. 'Regular rate' – those activities where the presence of a second caretaker is required as outlined in the provincial entente for caretakers;
 - d. 'Commercial rate' – negotiated with each applicant but at least twice the regular rate.

5. Basic rates:
 - a. Preferred: 50% of the classroom or classroom equivalent per hour.
 - b. Regular: 100% of the classroom or classroom equivalent.
 - c. Auditoria: The auditoria shall be grouped into three categories which relate to the seating capacity. Factors affecting the total cost include:
 - i. caretaking services - both for night of production and for practices;
 - ii. cleaning time;
 - iii. independent inspection of facilities before and after production.

¹ The 'preferred rate' is a rate which modifies the actual space/use cost. Only some of the expense factors as well as a percentage of other factors are considered, e.g., percentage of empty space which may be used in empty buildings, caretaking supplies, basic staff, repairs, administration. The rate, in effect, represents approximately 50% of the operating cost.

Users are expected to accept the facilities in the condition maintained by the Board and to leave them in like state, or following the pre-use inspection, arrange with the supervisor of bookings to defray the cost of updating as well as cost of the inspections.