

# CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Rental of School Facilities**

Policy No. **5.02**

Legal Reference: Lease Agreement between Calgary Board of Education  
and Calgary Science School Society

**RATIONALE:** The Calgary Science School exists within the context of the larger Calgary community. Maintaining connections with community groups through rental of school facilities is important in maintaining a meaningful place in the City of Calgary.

**POLICY:** The Board of the Calgary Science School will make specified areas of school buildings, facilities and grounds available to responsible organizations for any legal purpose when such use will not conflict with the school program or school needs.

## **PRINCIPLES:**

1. Usage of Calgary Science School facilities by rental groups must be done in such a way as to maintain the high standards for community responsibility, decorum and cleanliness that characterize CSS.
2. Funds raised through facility rentals shall be used by the Calgary Science School as the school staff and administration see fit. Whenever possible, however, monies received through these fees will be used toward facility maintenance and improvement.
3. As per the lease agreement between the Calgary Board of Education and the Calgary Science School Society, the Calgary Board of Education must be notified in writing prior to the rental of school facilities.

First Reading January 22, 2008

Adopted April 22, 2008

**PROCEDURES – see appendix 2**

**Appendix 2 details the school's Rental of School Facilities procedures in the following areas:**

- A. Booking a Facility Rental**
- B. Facility Use**
- C. Responsibility and Indemnification**
- D. Insurance**