

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: DFD
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RENTAL OF SCHOOL FACILITIES

1. In the event that an organization, group, or private individual is planning an event at which:
 - a) the anticipated attendance is beyond the capacity of existing hall facilities,
 - b) the classification is not included in the user code groups as per policy KG, and/or
 - c) the use of the facilities is for personal profit or gain, the application for use shall be considered as a request for rental under this policy.
2. The application for the rental of school facilities shall be submitted to the Superintendent for consideration.
3. The use of the school facilities shall not be utilized without prior approval of the Superintendent.
4. The schedule of rental rates shall include the following costs:
 - a) cleaning staff - when the booking requires the use of a gymnasium and is during a period when the regular cleaning staff is not normally on duty, the actual salary costs incurred by the Division in having the facility open shall be added to the established rental rate.
 - b) approved security personnel shall be in attendance during the entire rental period. The Division shall make the necessary arrangement for security and shall pay the costs of the necessary security personnel. The cost of the security personnel will be the responsibility of, and billed to, the rental group. User groups shall be allowed to use the schools only after regular school hours. Under exceptional circumstances, permission to use the school during the regular school day may be granted.
 - c) rental charge - all rentals will be based on an hourly rate, with the total hours determined by the number of hours the school has to remain open due to the rental. **NO FACILITY WILL BE RENTED FOR LESS THAN A THREE-HOUR PERIOD.**

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5. Local service clubs or organizations who are hosting events of community interest when the gross profits received remain for community benefit, will not be charged the rental fee.

Rental Charges

1. The rental charge for all gymnasiums will be: \$40/hour plus security*
2. The rental charge for all classrooms/lecture theatres will be: \$9/hour plus security*
3. The rental charge for a commercial enterprise that is for a group outside the community will be: \$90/hour plus security, plus 50% of gross receipts in excess of rental rate.
4. The rental charge for all specialized labs will be pro-rated by the Superintendent upon application.

*Security shall be a minimum of 3.5 hours, and additional hours beyond 3.5 shall be calculated at the rate established annually by the Board.