

BUSINESS AND BOARD ADMINISTRATION	3000
LEASING OF SPACE POLICY	3060

1. Rationale

Lakehead District School Board (LDSB) occasionally has unused space in one or more facilities and periodically community organizations request to lease space from the Board. The Board recognizes that locating certain community organizations in school facilities may create mutually beneficial relationships. Providing leased space can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.

2. The Policy

It is the policy of LDSB to provide available space within its jurisdiction to community organizations through leasing arrangements in order to share facilities to the benefit of the Board, students and the community, and to optimize the use of public assets owned by the Board.

3. Guidelines

- 3.1 Available space in open and operating schools is identified annually as outlined in 9015 Facility Partnership Policy and Procedures.
- 3.2 Authority to lease space will be the responsibility of the superintendent of business, in consultation with the principal/building manager.
- 3.3 Terms of leases will be arranged by the superintendent of business with prospective tenants.
- 3.4 Clauses contained in normal landlord/tenant leases will be included in Board leases, without limiting the scope of Board leases: i.e., insurance, alterations, sub-leasing, non-payment of rent, damage to premises, parking, escape clauses, etc.
- 3.5 The lease cost for non-profit organizations will be determined after consideration of the area and nature of space required, and costs to the Board.
- 3.6 The lease cost of profit-oriented organizations will be in accordance with current rates in the community.

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3.7 Payments in services or kind will be equated to the appropriate cash value by the superintendent of business.

3.8 Revenue from leases will be credited to general Board funds.

4. Review

This policy will be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
9015 Facility Partnership Policy	October 5, 1982	
8011 Use of School Buildings, Facilities and Ground Policy	<u>Date Revised</u> April 28, 2009 February 25, 2014 April 26, 2022	
8070 Safe Schools – System Expectations Policy		