



<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>LEASING OF SPACE PROCEDURES</b>	<b>3060</b>

4. Lease Costs

- 4.1 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.
- 4.2 The lease cost of profit-oriented organizations will be in accordance with current rates in the community.
- 4.3 The lease cost will be calculated on a per square foot basis.
- 4.4 For the duration of the lease, the annual Consumer Price Index (all-items) will be applied to the base lease cost.
- 4.5 Costs for renovations to the space may be added to the terms of the lease.
- 4.6 Payments in services or kind will be equated to the appropriate cash value by the superintendent of business.

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5.3 Clauses requesting compliance with the Board's existing policies and procedures will be included but are not limited to the following:

rules and regulations;  
 Safe Schools Code of Conduct; and  
 custodial and maintenance services provided (Collective Agreement).

6. Administration of Leases

6.1 Overall administration and supervision of leases is to be the responsibility of the superintendent of business.

6.2 Authority to lease space will be the responsibility of the superintendent of business, in consultation with the principal/building manager.

6.3 Renovations, including access to space will be determined and executed or overseen by the Board's property services department in consultation with the organization.

6.4 Issues concerning the tenancy should initially be directed to the principal/building manager, then to Board staff responsible for leases or facilities, and then the superintendent of business.

7. Review

These procedures shall be reviewed in accordance with