

SHARING OF RENTAL REVENUE

Background

In recognition of the time, effort and incremental costs associated with making school buildings available to community user groups, schools will be compensated with a share of the rental revenue.

Procedures

1. All school rentals will be coordinated by the Facilities Rental and Leasing Department in consultation with the Principal/Supervisor or the Manager of the school or site.
2. The Facilities Rental and Leasing Department will issue a license or rental agreement for all uses of District facilities in accordance with *Administrative Procedure 562 – Community Use of School Facilities*.
3. In recognition of the incremental cost of maintenance and use of school supplies associated with outside users such as church groups, language schools, daycares, sports groups, youth groups or events, schools and sites will be provided an allocation of 20% of rental revenues earned for their respective location.
 - 3.1 In recognition of the inconvenience caused by film productions, schools and sites will be provided an allocation of 25% of rental revenues earned.
 - 3.2 Any fees collected, or any costs incurred for Caretaking services, **will be excluded** from the sharing of revenue.
 - 3.3 The calculation and allocation of the shared rental revenue for each school or site will be managed by the Facilities Rental and Leasing Department.
 - 3.4 The Manager of Facility Rentals will make the determination as to the rental events and uses that will qualify for sharing of rental revenue.
 - 3.5 Shared revenue will be allocated directly to a board based operating account for each school or site at the end of the school year (June)
4. Rental groups shall only make payments to the District Office or through the online booking portal. The Facilities Rental and Leasing Department will manage the process for the collection of revenue and share the revenue as noted above. Under no circumstance will a school charge, nor will a community group make payments in cash or in kind to a school for the use of their facility.
5. Cafeteria Commissions Sharing: Cafeteria Services (in Schools where there is not an Educational food services program) are currently provided to 5 Secondary schools by a third-party cafeteria contractor. The contractor pays the school district a commission based on sales. The Facility Rental and Leasing Department will manage the contract, coordinate the repairs and maintenance of cafeteria equipment with the contractor and collect the commissions. At the end of each school year, the Facility Rental and Leasing Department will allocate a portion of the commissions earned to these 5 secondary schools.

Reference: Section 65, 85, School Act

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