

REQUEST FOR WAIVER OR REDUCTION OF RENTAL FEES

The District has established rental rates for after-hours use of District facilities including schools. The rates are charged to qualifying renters and will recover the incremental costs (including utilities, maintenance, insurance, administration costs etc.) attributable to the hours of public use. The use of school facilities outside of regular school hours is governed by District Administrative Procedure 550 - Rental and Community Use of School Facilities.

Occasionally, certain user groups or certain events may warrant consideration for waiver or reduction in the rental fee. For example, an external organization using a District facility to offer education programs for District staff may be considered for a rental fee waiver. The Superintendent, Finance and Business/Secretary-Treasurer will consider such proposals upon receipt of a Request For Waiver or Reduction of Rental Fees Form (Form 550-6).

A request to waive or reduce rental fees is to be provided through Manager, Business Services to the Superintendent, Finance and Business/Secretary-Treasurer for processing. The request will be considered on a case-by-case basis, by Superintendent, Finance and Business/Secretary-Treasurer, and must be signed and submitted, depending on the facility being requested, as follows.

School Facility: If requesting use of a school facility, a District administrator (Principal, Vice-Principal, Assistant Principal) must endorse the request. If the principal is not initiating the request, he/she must still sign in the space indicated on the form, indicating his/her support.

District Office Location: If requesting use of a District Office meeting room, a District administrator (District Office director, manager, or supervisor) must submit the request, with the signature of his/her Superintendent, indicating support.

At least three weeks prior to the start date being requested, submit the request for approval to the Manager, Business Services who will advise of senior administration's decision within three weeks of receipt.

Request for Waiver/Reduction of Rental Fees

Submit this request for approval, at least three weeks prior to the start date requested, to the Business Services Department, who will advise of Senior Administration's decision within three weeks of receipt. Questions? Call 298-1329.

Applicant Information

Only District Administrators (Principals, Vice-Principals, Assistant Principals or Central Office Directors, Managers or Supervisors) may apply for a waiver of rental fees.

Requester's Work Location / School:

Request submitted by:

(name – please print)

(signature)

School Principal Concurrence:

(name – please print)

(signature)

(date)

(Vice-Principals and Assistant Principals require the concurrence of their Principal)

Request supported by:

(name – please print)

(signature)

(date)

(All requests require the supporting signature of the requester's Superintendent.)

Rental Request Information

Rental Location Requested:

(school or location)

(room or space requested)

Support for Use of Rental Location: Please obtain the supporting signature of the Principal of the school location requested for the program/event. If a Central Office location is requested, please obtain signature for support of location from the requester's Superintendent. [Note: if the requester is planning on using his/her own work location as the rental location, and his/her Supervisor has already signed their support above, it is not necessary to duplicate their signature of support here.]

(name – please print)

(signature)

(date)

Purpose of Rental: State: name and purpose of program/event; the external organization's name; number of participants (indicate number of District employees and number of non-District employees, if any, participating); type of activities taking place; description of participating group (e.g., support staff; or teacher aides; or staff from one or several participating schools; or vice-principals and assistant principals, etc.); and any other pertinent information. Attach separate page(s), if required.

Time(s) Requested: from:

(start time)

to

(end time)

every*:

(day of the week)

from:

(start time)

to

(end time)

every*:

(day of the week)

*If other than the same day(s) and time(s) each week, provide a list of scheduled meeting dates and times on a separate page.

Duration:

(start date)

,

(year)

to

(end date)

,

(year)

Rationale for Fee Waiver/Reduction: Please provide reasons why the District is to waive fees for this group's event. If requesting a reduction in rental fee, please specify details (e.g., one free hour):

I, _____, as a Calgary Catholic School District administrator,

(please print name)

fully support this request for fee waiver for the program or event described on the request form, being
held at

(name of school or building)

Print Name

Signature

District Position Title:

Current Work Location/School: _____ Date: _____

Approval Date: April 12, 2016

Reference: Section 20, 60, 61, 113, 152 School Act
Funding Manual for School Authorities
Policy and Requirements for School Board Planning and Reporting
School Authorities Planning and Reporting Reference Guide
Occupational Health and Safety Act
Design, Build, Finance and Maintain Agreement