

# LEASING GUIDELINES

## Application Requirements

1. Applicants must provide a copy of their Incorporation Certificate.
2. Successful applicants will be required to carry and provide proof of \$5 million in liability insurance.
3. Applicants proposing an early learning or child care service will be asked to provide proof of their Early Learning & Care Services Accreditation.

## General

4. Edmonton Public Schools reserves the right to control the type of activities and equipment permitted in school facilities.
5. **Tobacco and alcohol is prohibited anywhere on school property.**
6. No food is allowed in gymnasiums. Schools may designate other areas in the school where food is acceptable.

## Applicant Selection

7. Edmonton Public Schools typically has more applicants requesting space than we can accommodate. We keep applications on file for one year. If space does not become available within that year, applicants must reapply.
8. Board Policy [EA.BP- Infrastructure Planning Principles](#) outlines access to surplus District space.
9. When space becomes available for lease, only those applicants which meet all application requirements will be notified. Leasing Services and the principal of the school will interview applicants to determine compatibility.

*For additional information, please contact:*

Leasing Services at 780-970-5214 or email [leasing@epsb.ca](mailto:leasing@epsb.ca)