



Calgary Board of Education

LICENCE OF OCCUPATION APPLICATION FORM

The attached application form is to be used by organizations seeking use of surplus space in a Calgary Board of Education (CBE) facility.

A Licence of Occupation establishes the business terms for:

- Exclusive or shared use of surplus space in an operating school
- Provision of limited access to leased space, being 7:00 am to 6:00 pm on designated school days (please note building access on evenings and weekends is not permitted)
- Access to school facility for a License Term of ten (10) months, (corresponding with the school's calendar); License Term subject to a 30-day notice of termination

All applications will be reviewed by Leasing and Property Development and assessed based on space availability and suitability. Priority is given to cross-governmental and non-profit sector organizations whose programs and activities are child/student focused and compatible with Board programming, as well as those programs that qualify for provincial capacity exemptions.

Thank you for your interest. Please contact Leasing and Property Development for more details regarding lease of space in CBE buildings.

Please submit your application to:

**Leasing and Property Development Services
3610 – 9 Street SE, Calgary, Alberta T2G 3C5
Phone (403) 214-1132 or (403) 214-1221
Fax (403) 294-8382**



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LEASING & PROPERTY DEVELOPMENT
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LICENCE OF OCCUPATION APPLICATION FORM

Organization Name:

Contact Person:

Mailing Address:

Telephone Number:

Proposed Use of Space:

Number of Rooms/Square Feet Required:

Days/Hours of Operation:

Program Term:

_____ *Start (month)*

_____ *End (month)*

Area of City Preferred:

Building Preferred (if any):

For school and childcare programs please state:

Age/Grade Range of Students _____

Number of Students in Program _____

Organization registered as a Non-Profit Society under the Alberta Societies Act? Yes No

If yes, provide Societies Act Registration Number:

Application Submitted By:

Name: _____

Date: _____

Return Application Form To Leasing and Property Development Via Fax (403) 294-8382