

## Inform

# Southern Alberta Heritage Language Schools (SAHLA): New CBE School Rental Request Process

### Facility Operations

Facility Rentals

3610 9 Street S.E.

Calgary, AB T2G 3C5

T | 403-817-6300 Option 4

E | [facilityrentals@cbe.ab.ca](mailto:facilityrentals@cbe.ab.ca)

Groups that wish to rent a CBE school to teach language as a Heritage Language School must be a member of the Southern Alberta Heritage Language Association (SAHLA). SAHLA members receive subsidized rental rates.

Contact Southern Alberta Heritage Language Association to become a member.

T | 403-233-7998

E | [sahla@telusplanet.net](mailto:sahla@telusplanet.net)

W | [www.sahla.ca](http://www.sahla.ca)

Non SAHLA Heritage language groups will book through the [City of Calgary Recreation](#).

### Guidelines for a new SAHLA School to Rent a CBE School

1. Contact Facility Rentals to request rental application within 6 months of the anticipated start date of the rental.
2. Facility Rentals confirms valid membership with SAHLA.
3. Facility Rentals will send you an information package that includes Rental application, CBE Terms and Conditions of permitted school use, Rental rates, CBE Wi-Fi Terms and Conditions and the SAHLA rental guidelines.
4. Send the application in to [facilityrentals@cbe.ab.ca](mailto:facilityrentals@cbe.ab.ca)
5. Facility Rentals internally reviews request to locate schools that fits the criteria that have been listed on your application.
6. Facility Rentals presents the list of schools to CBE Educational Directors and CBE Principal to review and approve.
7. SAHLA Schools will be notified of the approved school being offered and the suggested start date.
8. SAHLA School accept or reject school being offered.



9. An introduction and information meeting will be setup to include new SAHLA group, School Principal, School Facility Operator, Facility Rentals and the CBE Educational Director.
10. Facility Rentals issues a permit, terms and conditions of use, Wi-fi terms and conditions of use to SAHLA Group.
11. SAHLA group provides insurance and payment prior to the first booking.

Spaces:

1. SAHLA schools rent instructional spaces such as classrooms.
2. SAHLA schools are allowed to rent one large space free of charge, such as a Gymnasium. This is optional.
3. CBE Principal's permission is required for all such space requests.

Rates:

1. Rental rates vary based on the number of instructional spaces requested, custodial coverage and day of the week rental is scheduled.
2. Classroom rates are based on groupings of 1- 7 classrooms.
  - a. First set of up to 7 classrooms is an hourly rate.
  - b. Additional sets of 1-7 classrooms rate is a per date, not hourly rate.
  - c. One large space is free.
3. Additional spaces not mentioned would be charged at regular rental rates.
4. Additional Fees are charged for Food and Beverage usage, 200+ Chair setup and Special event surcharge.
5. Rates are reviewed annually and are subject to change from year to year therefore are not published. Contact [Facilityrentals@cbe.ab.ca](mailto:Facilityrentals@cbe.ab.ca) to obtain a copy of the rates.

