



# Southern Alberta Heritage Language School (SAHLA) Guidelines

## Facility Operations

Rentals Office, Highfield  
3610-9th St. S.E.,  
Calgary, AB T2G 3C5  
t | 403-817-6300  
f | 403-777-6006

Groups that would like 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).

For more information on SAHLA or SAHLA memberships contact:

Michael Gretton, Coordinator at

t | 403-233-7998

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

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

## Guidelines to Become a Member of SAHLA

- 1 | The community language school is non-profit in status, and either the school or the umbrella association that it is part of, is registered under the Alberta Societies Act.
- 2 | The community language school's primary purpose is the teaching and learning of language and culture for educational purposes, and its curriculum should reflect this.
- 3 | The community language school is accessible to any local student (authorized by their parent/guardian), who wishes to enroll in its courses and is able to pay the registration fees, attend its classes regularly, provided the student (and their parent/guardian) agrees to, and follows the SAHLA school's regulations.

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

- 1 | The SAHLA school contacts the CBE Facility Rentals Office at 403-817-6300 to discuss which schools the group is interested in renting.
- 2 | The Rentals Coordinator checks to see if the school is available.
- 3 | The SAHLA school contacts the Principal of the school to inquire if there is space available. If there is, the group will meet with the principal to look at the space.
- 4 | An Application for School Sponsored/Board Sponsored Facility Use must be completed including the principal's signature. The Rentals Coordinator issues the rental permit. Once the permit is issued the payment is due. The permit serves as the invoice.
- 5 | SAHLA schools adhere to existing CBE Facility Rental Administrative Regulations and insurance requirements. The SAHLA school must provide a \$2,000,000.00 Commercial General Liability policy naming the Calgary Board of Education as an additional insured.
- 6 | If the language school experiences difficulty finding a school they can contact the Rentals Coordinator for assistance.



## Application for School Sponsored/Board Sponsored Facility Use

Please contact CBE Facility Rentals to obtain a copy of the SAHLA Application for School Sponsored/Board Sponsored Facility Use at [CBEFacilityRentals@cbe.ab.ca](mailto:CBEFacilityRentals@cbe.ab.ca).

### Fees

The rental fees for school use for the 2014/15 school year are as follows:

#### Weekends

First 7 classrooms plus 1 large space, i.e. gymnasium	\$67.50 per hour
The next 7 classrooms 8 – 14	\$67.50 per date
The next 7 classrooms 15 – 21	\$67.50 per date

#### Weeknights

Elementary Full Caretaking, first 7 classrooms plus 1 large space	\$25.00 per hour
Facility Assistant for the first 7 classrooms plus 1 large space	\$34.25 per hour
Single Facility Operator for the first 7 classrooms plus 1 large space	\$67.25 per hour
Junior Full Caretaking for the first 7 classrooms plus 1 large space	\$27.75 per hour
Senior Full Caretaking for the first 7 classrooms plus 1 large space	\$30.25 per hour
For more than 7 classrooms	\$67.50 per <b>date</b> , for each <b>additional set of 7 classrooms</b>

### Assistance for Concerns or Issues for SAHLA Groups

The CBE Facility Rentals Office provides assistance to SAHLA schools. If the SAHLA school cannot resolve concerns at the school they can contact:

**Facility Rentals Coordinator**  
 t | 403-817-6300  
 e | [cbefacilityrentals@cbe.ab.ca](mailto:cbefacilityrentals@cbe.ab.ca)

**SAHLA**  
 t | 403-233-7998  
 e | [sahla@telusplanet.net](mailto:sahla@telusplanet.net)