



COMMUNITY USE OF SCHOOLS APPLICATION

School Requested:							Activity:		
Areas(s) Requested:							Category:		
Date:	to					Number of Weeks:			
Time:	to					Total Hours Per Week:	Total Hours:		
Days of Week:	Sat	Sun	Mon	Tues	Wed	Thurs	Fri (Please circle day)		
PLEASE COMPLETE INFORMATION BELOW									
Name of Organization:									
Contact Person:						Phone:			
Address:						City:			
Email Address:						Postal Code:			
Total Participants:									
The Undersigned has read the Regulations on this form and is prepared to accept full responsibility.									
Signature of User:						Date:			

Administration Fee: \$50	Key Deposit(Refundable): \$100.00 (if key required)		
Rental Fee: \$	Damage Deposit: \$		
Equipment Fee: \$	Insurance Fee: \$		
Caretaking Fee: \$	TOTAL FEES: \$		
School Alarm to be Programmed:	YES	NO	Key Required: YES NO
Principal's Signature:	Date:		

Proof of insurance in the amount of \$2 million naming the WCDSB as an additional insured must be provided prior to issuance of permit. (see reverse Rules Governing the Use of School Properties).

Valid Certificate of Insurance Attached:	YES	NO	Purchase Insurance through WCDSB:	YES	NO
Key No Issued:	Date Issued:		Date to be Returned:		

FOR BOARD OFFICE USE ONLY

APPLICATION APPROVED BY:	
Date:	
Funds/Documents Received:	YES NO
Funds Owing	
User Dates Excluded from Contract:	



RULES GOVERNING THE USE OF SCHOOL PROPERTIES

RESPONSIBILITY OF APPLICANT

1. The Board will not be responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending on the invitation of the applicant, and this disclaimer also applies to the use of parking lots. The user agrees to indemnify and save harmless the Board from any action or claim being brought against it as a result of the use of the school facilities by the user. Applicants are advised that they should have proper liability insurance as they will not be covered under the Board's policy. (This includes the purchase of Party Alcohol Insurance for those limited circumstances when alcoholic beverages are served.)
The applicant will provide insurance in the amount of \$2 million dollars naming the Wellington Catholic District School Board as an additional insured on policy. The applicant may purchase insurance from the Board (see Community Use Group Insurance).
2. Any damage to the grounds, shrubbery, building and/or its equipment must be repaired or replaced at the user's expense. Facilities used by the applicant will be examined by the principal after use and the applicant agrees to make good promptly any loss or damage.
3. The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds on the invitation of the applicant and must agree to abide by all regulations of the Board. The applicant is held responsible for the preservation of order. Unseemly conduct may result in immediate cancellation of a contract and may result in rejection of future requests.
4. It shall be the responsibility of the applicant to ensure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the contract.
5. The school principal in conjunction with the Community Use Co-ordinator, is authorized to rule on the necessity of supervision during public use of a school facility. If a Board appointed supervisor is deemed necessary, the fee incurred shall be charged to the user group.
6. Classroom furniture, gym equipment and stage equipment, i.e. lighting, drapery, etc., which has been re-arranged by the applicant, must be returned to its original position prior to vacating the premises. No school equipment of any kind will be made available to any group without prior consent of the Board and principal concerned. The applicable rate will be applied and added to the contract. Public address system and special stage lighting must be operated by a qualified Board employee at all times.
7. In the event of the discovery of an unauthorized person(s) on school property the supervisor of the event shall introduce himself/herself, offer assistance and if such person(s) should not be on the property, shall request such person(s) to leave the premises. If an unauthorized person(s) becomes abusive and/or refuses to leave the premises when asked to leave, the local police should be called to assist.

RESTRICTIONS AND LIMITATIONS

8. Use of facilities during Christmas week, Winter Break, statutory holidays and inclement weather when schools are closed will not be permitted to groups.
9. SCHOOL FACILITIES ARE NOT TO BE USED PAST 10:30 P.M. AND THE BUILDING MUST BE VACATED BY 10:45 P.M. The exception to this is activities where the sale/consumption of alcohol is approved at specific schools as defined in Article #3.17.
10. If a school gymnasium is used by agreement for a sports athletic event, the user must agree and ensure that everyone using the gym shall wear appropriate footwear. Absolutely no street wear is acceptable.
11. The use of gym equipment is totally at the discretion of the school principal. The number attending an activity in a school facility must not exceed the maximum occupancy for the space. Exits must be kept free from all obstructions.
12. **SMOKING IS RESTRICTED ACCORDING TO BOARD POLICY - NO SMOKING ON BOARD PROPERTIES.**
No smoking will be permitted in Board buildings, vehicles or on Board property under Section 9(1) of the Smoke Free Ontario Act. Groups using school property are asked to remind those participating that legislation requiring no smoking on school property applies to all indoor and outdoor areas, including in vehicles on school property or in school parking lots, at all times.
The principal will ensure that "NO SMOKING" signs are prominently displayed in areas that are normally used by the public.
Any group that contravenes the policy of a Smoke-Free Environment will have their SCHOOL USE PERMIT RESCINDED.
13. There shall be no alcoholic beverages distributed or consumed at any school or on the grounds of any school unless that facility has been approved for such use within these Regulations. **REFER TO POLICY R.FD.E.5 ITEM #3.17.**
14. Use of facilities excluding grounds, during July and August is **not permitted.** The Community Use Co-ordinator may, at her discretion permit such use after consultation with the applicant and school principal.
15. **No display advertising** will be permitted on Board property other than applications made in Categories I and II.
16. If the school's security system is activated in any way as a result of use of the school by the applicant's organization, resulting in a cost to the Board the applicant will be required to pay a charge prior to future use of the facility.
17. The rental of a school facility will be for the current school year only. Facilities must be re-booked by the applicant if further use is requested.

CANCELLATION OF A CONTRACT

18. If after approval, the applicant desires to cancel the event, this may be done without cost, providing that at least **48 hours** is given prior to the date of the event and that the cancellation be in **written form.** When activities must be cancelled due to inclement weather or other emergency situations the applicant shall notify the school and the Community Use Co-ordinator by telephone immediately and all related charges for that date shall be cancelled. Inclement weather cancellations made by the Board will be announced on Magic 106.1.
Cancellations not meeting these requirements, or revocations, or cancelled **after** the date of the event, shall be subject to a forfeit of 50% of the user's fee.
19. If a continuous use contract is cancelled by either the applicant, or Board Personnel and the above cancellation clause does not apply, any unused portion of the user's fee will be refunded to the applicant less the Administration Fee which is non-refundable. Contracts for continuous use shall be cancelled if the user group has not informed the school and Community Use Co-ordinator of non-use and the period of time since the last usage has exceeded three weeks.
20. The Board reserves the right to revoke a contract at any time.
21. The Board must comply with the terms and conditions under the Election Act for use of the facilities by Federal, Provincial and Municipal governments that override all other users.

PAYMENT OF FEES

22. Damage Deposits will be required for specific activities.
23. Cash and post-dated cheques will not be accepted. Only currently dated cheques should accompany the application form.
24. Unless a properly completed and approved "Application for Use of Facilities" form along with all fee payments/documents are received by the Board ten **days prior** to the event the application **will not be processed and approved.**

PURCHASE OF INSURANCE

25. Copy of liability insurance certificate naming the Wellington Catholic District School Board as an additional insured.
26. If an insurance certificate is not available, refer to the community use group insurance rating schedule for purchase of insurance from the Board.
27. Coverage of \$2 million is a minimum amount required.