

COMMUNITY USE OF SCHOOL FACILITIES

[TO REGISTER](#)
[CLICK HERE](#)

SCHOOL GYMNASIUM



HOW TO BOOK A SCHOOL

The Board's online system has streamlined the registration process for all users. First you must create an account in our database and once Approved you will receive an email.

Schools/Board/Parish have first rights to all facilities and can alter an existing user's approved permit if required. Use of school facilities must be approved through the online system. If schools are closed, all community use of facilities will be cancelled.

The Wellington Catholic District School Board policy has a tiered approval system. When a community group submits a new permit request, the permit will first go to the community outreach coordinator (CUOC) for an initial overview. Once the outreach coordinator has done an initial approval of the permit, it will be passed along to the school for review. Both the principal and secretary will receive an email to notify them that a new permit is awaiting their approval. They will be assigned 3 days to either "Support" or "Not-Support" a permit. Once a permit is supported, it is passed back to the community outreach coordinator for final overview, additional cost application, and final approval. Allow two weeks for processing of any permit. Allow two weeks for processing of any permit.

REQUIREMENTS FOR PERMIT PROCESSING

In order to process an application you must comply with the following:

- Have a valid email account that can receive account information
- Register a valid Visa or Mastercard to cover all applicable fees
- NFP status (Letter of Intent) from the Ministry is required for all Not for Profit Groups, if not they will then be placed in a category where fees are applied
- Custodial fees will be applied to all week-end permits
- Provide a valid certificate of insurance in the amount of \$5 million for Liability Insurance naming the Wellington Catholic District School Board as an additional insured.
- If you do not carry your own liability insurance, you can purchase insurance through the WCDSB insurance provider. Refer to the rates provided [CLICK HERE for Insurance Rate Schedule](#)
- Police checks must be provided for all adult supervisors for permits issued during regular school hours between 7 a.m. – 6 p.m. (This applies to Mad Science, Music Lessons, Fitness Programs, Theatre Groups, etc.).
- Must be 18 years or older and be responsible for supervision of designated area
- Your permit will remain as “Pending” until all of the above has been met

The online system provides access to numerous school facilities. To check availability, refer to the online calendar where you can select a school and space for availability. Until requests have been approved in the system they will not appear on the calendar.

Once your application is approved, a permit will be electronically sent to you via email. It is your responsibility to view dates on this permit, however keep in mind that any changes and/or cancellations will be emailed to you as well and will change the dates of the original permit. Please review when receiving additional correspondence.

Permits may be canceled if users do not adhere to all rules and regulations. Participants must vacate the school premises 15 minutes after any event.

[CLICK HERE FOR Rates & Categories - Fee schedule](#)

USE OF FACILITIES

Elementary Schools

- Not available on designated holidays and long weekends Saturday, Sunday, Monday or Friday
- Not available during the summer months to allow for custodial vacations maintenance, renovations & cleaning.
- Community use is not available until the third week in September and dependent on the bookings of the school for their Open House, etc.
- Community hours during the regular school year are from 6 p.m. to 10 p.m.
 - Monday to Fridays, Saturdays from 8 a.m. to 10 p.m. and Sundays are only available for special events and tournaments.
- St. Joseph, Holy Rosary, Mary Phelan and St. John Brebeuf Erin are currently only available from 6-8 p.m.
- Hours may be adjusted as needs of the Board

occur.

Secondary Schools

- Not available on designated holidays and long weekends Saturday, Sunday, Monday or Friday
- Not available during the summer months to allow for custodial vacations, maintenance, renovations & cleaning.
- Community use is not available until the third week in September and dependent on the bookings of the school.
- Community hours during the regular school year are from 8 p.m. to 10 p.m.
 - Monday to Fridays, Saturdays from 8 a.m. to 10 p.m. and Sundays are only available for special events and tournaments.
 - St. James is available from 6 p.m. to 9:30 p.m. only

Hours may be adjusted as needs of the Board
