

Common Inquiries:

- 1. How long before my event should I request a permit?**
You need to request your permit at least two weeks in advance of your event; the sooner the better.
- 2. Do all schools cost the same?**
There are different rates based on the Category and space required. When requesting a week-end facility additional charges will apply.
- 3. Why do you need to know how many participants?**
Our on-site staff need to be aware of how many people will be entering the building. In addition, this information is also required for Ministry reporting as well as for purchasing of insurance.
- 4. Why do you need to know if participants are under 18?**
The Ministry mandates water flushing of the pipes in our schools if there will be youth programs taking place. This is to flush the lines for possible lead content.
- 5. Can we rent out classroom space?**
Classroom space in our Secondary Schools can be requested by outside groups, however specialty rooms are not permitted.
- 6. What if I want a room that is not listed?**
Typically, gyms, auditoriums and cafeterias are the facilities approved for community use. If you wish to use another facility please contact the Community Use Co-ordinator to discuss
Note: Specialized areas are not available for community use i.e. Weight/Exercise rooms, Libraries, Computer Labs, Science Rooms, Food Studies and Technological areas.
- 7. What times can I request?**
On a school day, you can request anytime between 6 and 10 pm. On the weekend, permits usually start no earlier than 8 am and go no later than 10:30 pm. Sundays are not regularly booked but can be requested for special events and/or tournaments. Sunday hours do not exceed 6 pm.
- 8. What does the red highlighted area mean?**
Red indicates that there is a conflict with the date. That particular space is not available during that time on the date you have requested. You can hold your cursor over it to receive an explanation. Click on it to adjust the time, day or school. All PD Days and Board holidays (including March Break, Christmas and Summer) will always be shown as conflicts.
- 9. Our group wants to use school equipment.**
Permit holders are only allowed the use of the tables and chairs, as listed on the permit, if they are available at that school. The use of any equipment is at the discretion of, and must be approved prior to your usage by the principal. If the equipment is specialized i.e. sound system, lighting, p.a. system, etc. then a charge will apply to have a technician on site to operate the equipment as well as a charge for the rental of the equipment.
- 10. What if we need to make changes to my permit once we have inputted it and/or it is approved?**
Changes and additions can be made by contacting the Community Use Co-ordinator by either telephone or email. If an event has already occurred, then you will be charged for the portion used. Once you release your dates/times, remember that it is now open to the public and can be easily picked up by someone else so your changes will need to be made in a timely manner.
- 11. If I have a question about my permit what should I do?**
There is a discussion option in your permit. Enter your question here and the Community Use Co-ordinator will respond.
- 12. Does the fee structure apply to teachers or other staff members?**
Yes, all fee structures apply to all Board staff for any personal usage.

13. How long will it take before my request is approved?

Your approval request could take up to 2 weeks to be granted. That is why it is important that you give adequate time to process your request.

14. How will I know if my permit is approved?

There may be other requests ahead of yours that are awaiting approval. You will receive an email notifying you once approval has been granted. There may be some dates missing from your original request. Be sure to check the dates in the listing. You can add additional dates on a different day, different time or different location.

15. Who has priority for booking school facilities?

The School/Board/Parish have first priority for activities. Priority will be given to existing users. All new requests will be on a first come first serve basis. If the school is required for a school function, an existing date on the permit will be canceled. You will be given as much notice as possible. In emergencies, little or no advance notice may be given. The Board also maintains the right to cancel any permit for any misuse of facility.

The community within Wellington have permitted use of our schools. The guidelines, policies and procedures however must apply.

16. Will I need liability insurance?

Yes, you will need to provide proof of liability insurance naming the Wellington Catholic District School Board as an additional insured for \$2 million. If your group does not have liability insurance, it can be purchased through the Board and the cost will be added to your permit.

17. Who is responsible for Supervision?

The custodian is responsible for supervision of the school during and after school hours. You are required to have a group leader on site to comply with the Boards requirements for the event. The group leader is responsible for the members of the group and their spectators while in the school. If more than one room is required, an adult supervisor is to be assigned to each room. Adult supervisors are to contact the custodian when they arrive at the school.

18. What are the parking regulations?

Fire routes and pedestrian walkways are to be kept clear at all times. Vehicles can only be parked in parking lots, not on playing fields or grass. You are responsible for advising participants and spectators that school parking is limited. The Board is not responsible for any vehicles illegally parked.

19. What are the safety/emergency procedures?

The Custodian on site will adhere to all Board emergency procedures. The custodian will page out for any fire and or emergencies that occur while on site.

A copy of the fire/emergency plan is available at the school in the custodian's office and may be reviewed before holding your activity at the school. AED's are available in all gymnasium areas.

20. How many sites can I book?

A limit of 10 permits will be issued per group/organization per year. Any permits required beyond this limit must be approved by the Community Use Co-ordinator and only if there is no existing waiting list.

21. Concession Stands?

There will be no concession stands set up for sale of items without prior approval of the Board as per Board Policy Section 3.11 or the Community Use Co-ordinator.

22. Smoking on Board Property?

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 may have their School Use Permit Rescinded.