

COMMUNITY USE OF SCHOOL FACILITIES

[TO REGISTER](#)
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SCHOOL GYMNASIUM

The Wellington Catholic District School Board acknowledges that the school is an integral part of the community and as such it adds to the spiritual, educational, recreational, and social development of all who share it. Guides, Scouts, fitness, basketball, soccer, volleyball, baseball, zumba etc. are a sample of programs currently in place at various schools.

The Wellington Catholic District School Board with financial support from the Ministry of Education has developed a Community Use of Schools program that supports access to school space outside of school hours for **not-for-profit** community groups. Facilities are not available for community use during Christmas, March and Summer Breaks, Professional Development Days, holidays, Spiritual Development Day, Inclement Weather, etc. Check with your community use coordinator to confirm availability.

In considering requests for Community Use of Board-owned facilities, the Board shall not compete with private or municipally owned facilities where such are readily and reasonably available. The onus shall be on the applicant to show that alternate private or municipal facilities are not readily and reasonably available.

The Board's facilities are used in the best interests of the community, when they are not required for school, parish or board use, but such use must not result in any additional costs to the Wellington Catholic District School Board.

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 has 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 canceled.

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.

RESERVATIONS

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
- ✓ Custodial fees will be applied to all week-end permits
- ✓ Provide a valid certificate of insurance in the amount of \$2 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 based on the rating schedule provided by OSBIE (Ontario School Board Insurance Exchange) and all documentation and fees are received.
- ✓ 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 Program, 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.

CANCELLATIONS & CHANGES

If after approval you require changes or cancellations to your permit, you are required to send a request online under “Discussion”. The coordinator may cancel the specific date of the original permit provided that the date has not already passed. No credits will be issued unless the cancelation has been made by the Board due to inclement weather or that the school/board/parish requires the use of the facility. If the user requires additional permits added he will be required to request these dates under a separate request and be billed accordingly.

FOR INCLEMENT WEATHER CANCELLATIONS

Refer to Magic 106.1 for announcements; Go to the Board’s website at www.wellingtoncdsb.ca An email message will be forwarded to all current users via the system advising of the cancellations. Please check your permits for these cancellations.

Please note, when schools are closed, Community Use is **CANCELED**. Click here for information on school closures.

[MAGIC
106.1](#)

CONTACT INFORMATION

All inquiries should be directed to Susan Lightfoot – Community Use Co-coordinator at 519-821-4640 ext: 211 susan.lightfoot@wellingtondsb.ca or through the “Discussion” section of your permit.