

RULES AND REGULATIONS

1. **ADULT SUPERVISION** (Adult is 18 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility spaces, there must be a supervisor in charge of each area; i.e. when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the supervisor arrives.
2. The Board reserves the right to revoke a permit at any time. The Board, School and Parish have first rights to all facilities and can alter an existing user's already approved permit.
3. 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.
4. Due to the annual maintenance of schools and vacation of staff, the indoor use of facilities during Christmas, Winter, Summer Break, Board holidays, P.D. Days and inclement weather when schools are closed will not be permitted to any community groups. [Board Calendar](#)
5. Facilities are not be used past 10 p.m. and the building must be vacated no later than 10:15 p.m. Various schools have earlier closure times (always refer to your permit). Approval may be granted for later times for special events such as tournaments etc.
6. Exits must be kept free from all obstructions. There will be no concession stands set up for sale of items without prior approval of the Board. The Community Use Co-coordinator must be notified of all fundraising events as well as their intended purpose before approval is given. 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 permit.

7. 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.** Rubber-soled, non-marking shoes must be worn at all times in the gymnasium or auditorium for all sports activities. During winter months, footwear must be removed and left outside the gymnasium area.
8. No school equipment of any kind will be made available to any group without prior consent of the Board and principal or designate. A nominal fee may be charged by the school for equipment use. 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.

All tables, chairs, dishes and other equipment brought into the facility by the user group shall be removed promptly after the permit activity

9. The Permitted use of schools may be amended by the Corporate Services Department as operating conditions dictate.
10. The number attending an activity in a school facility must NOT exceed the maximum occupancy for the space.
- 11.



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.

The SFOA 2017 and its regulation will prohibit the smoking of tobacco, the use of an electronic- cigarette to vape any substance and the smoking and vaping of medical cannabis in all enclosed public spaces and enclosed workplaces, as well as additional prohibited places, such as child care centers, children’s playgrounds, schools, etc. No-Smoking is to include any form of cigarettes, electronic cigarettes, Vaping, bidis, cigars, pipes, cannabis etc., as per the SFOA 2017 Act.

12. **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 this Regulation. **No food or drink is to be served or consumed in the auditoriums and gymnasiums.**
13. No utterance, portrayal of an obscene or disloyal nature will be permitted on Board Property. 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 permit and may result in rejection of future requests.

14. 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.
15. Board policy or approval of a permit does not allow solicitation or advertising of any products, business or other services in schools or on school board property.
16. The rental of a school facility will be for a maximum period of one school year only. Facilities must be re-booked on an annual basis by the applicant. For week-end bookings the Community Use Coordinator may determine the school to be used.
17. Criminal Checks and/or Offence Declaration Form as well as liability insurance naming the Board as an additional insured in the amount of \$5M must be provided and forwarded to the Board for all adult supervisors if the permit has been issued during regular school hours (Monday to Friday) between 8 a.m. - 6 p.m. (This applies to Mad Science, Music Lessons, Theatre Groups, Fitness Programs, etc.

FEE SCHEDULE [Click here \(Rates & Categories\)](#)

The fee structure is available through the online program or by visiting www.Wellingtoncdsb.ca and go to the link on the right hand side of the screen on the website. All fees are reviewed annually by the Corporate Services Dept.

18. Each year the established fee schedule will be adjusted to reflect the annual rate of inflation and other such costs (ex - lighting, heating, etc. as deemed appropriate).
19. An administration charge will be applied against each permit where applicable. Any changes to the approved permit will result in an additional administration charge. (Refer to the [Rates & Categories fee schedules](#)).
20. By providing your credit card in your user group profile, you are authorizing the Wellington Catholic District School Board to charge your credit card on the last day of each month for your upcoming expenses. You are also authorizing charges such as No Show, Cancellation Fees as well as any other applicable fee to be applied.
21. Administrative charges as well as custodial fees for events that have elapsed are non-refundable.
22. Non-residents of Wellington County may use the facilities but will be placed in Category V.
23. The appropriate fee is the one established for the academic year when the facility is being requested and not necessarily the fee in place when the application is requested.

Charges for Caretaking Services

24. Charges for equipment use as well as caretaking services, if required, will be imposed on all categories, regardless of rental fee. Caretaking staff or designate will be on duty during the hours of possession by the group.
25. Caretaking services will be calculated using the prevailing rate according to the union agreement. The charges to the user are as outlined in the online Board's website under community use of schools Rates and Categories.

The Community Use Coordinator and the Custodial Services Supervisor will ensure that staffing is on site during all community use events and fees may be applied to the user [Click here \(Rates & Categories\)](#)

26. **NO SHOW CHARGES**

Once it has been determined that a user has a "No-Show", the user will be Notified by email of this occurrence. Should this occur a second time, the user Will be charged for the date that was missed (which could include rental, custodial and equipment fees) as well as a "No- Show" fee which will be applied To the missed day. If the user has notified the Community Use Co- coordinator either by phone or through the "discussion module" prior to the date, then a No-Show fee will not be applied. A third no show may result in your permit being canceled in its entirety.

27. In addition, all notifications of cancellation of a particular date within an already approved permit require 72 business hours notification through the "discussion module" of the permit or by phone. If this becomes a continual event of cancellation, then a "No-Show" fee will be applied to the permit and after two cancellations will result in the permit being cancelled in its entirety.

28. **CANCELLATION OF A PERMIT**

If after approval, the applicant cancels the event, the applicant is required to notify the Board through the "discussion module" of their permit indicating the cancellation 72 business hours prior to the original approved date. At that time the community use coordinator may cancel the specific date of the original permit provided that the date has not already passed.

If so, there will be no credit issued unless the cancelation has been made due to inclement weather or that the school/board/parish requires the use of the facility. In the event that the user requires additional dates, they will be required to request these dates under a separate request and will be billed accordingly.

72 business hours' notice is required by email or by phone for cancellation of specific days within an already approved permit; otherwise the daily fee will be applied as well as a "No Show" fee in the amount of \$25 added to the permit. Cancellation notification other than the above will be at the discretion of the Community Use Coordinator.