

**THE WATERLOO CATHOLIC DISTRICT SCHOOL BOARD
RULES GOVERNING THE USE OF SCHOOL PROPERTIES**

GENERAL

Below are detailed rules governing the use of all school facilities by Community Groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THE CONTRACT BY THE WATERLOO CATHOLIC DISTRICT SCHOOL BOARD.**

Applications to use board facilities shall be submitted to the Rental Department at least fifteen (15) business days before the start of the permit use. Application forms are available at the Facility Services Department, WCDSB at 480 Dutton Drive, Waterloo or online at www.wcdsb.ca. Call (519) 578-3660 ext. 2356.

RESERVATIONS

1. Schools shall have first claim to the use of their respective building at all times. Any contract made with an outside organization must have approval from the Rental Department and any **such contract may be terminated or altered at any time.**
2. All use of schools by outside groups shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of the Board.

USE OF FACILITY AND APPLICABLE CHARGES

1. ADEQUATE 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 group supervisor to ensure that their participants remain within the designated rental area, that damage to the building and grounds is not permitted 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 space, 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 leader arrives. The group is responsible for monitoring the doors. Doors must not be propped open. Coaches and supervisors should be the last person to leave the building.
2. Non-marking rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey and ball hockey are not permitted in any school gymnasium. Indoor balls must be used for appropriate sport rental activities.
3. Rental charges for contracts does not include the use of school equipment other than volleyball poles and basketball nets. Sporting equipment such as **volleyball nets**, balls, floor mats, scoreboards, bleachers etc. are not included as part of the rental agreement. Rental charges do not include the use of school sound system, A/V equipment and lighting for auditoriums. These items must be arranged directly with the school and an additional charge may apply. The school would invoice any additional charges separately.
4. The use of the building must be confined to the hours specified by the applicant. Any damage, problems during the event, extended time and additional hours for clean up will be noted. The Board will seek full restitution for any damage done to our buildings or grounds by the rental group/organization. The facility must be left in the same condition the group received it for use. NOTE: Overtime charges are subject to change without notice.
5. All permit fees shall be paid directly to the Rental Department of the Board (480 Dutton Drive, Waterloo N2L 4C6). Payment is made payable to Waterloo Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits shall be paid in full. Fees for long-term permits can be paid in advance with equal monthly installments beginning the 1st of every month with post dated cheques. Any bank charges will be the responsibility of the group/organization.
6. In default of payment or non-compliance with any conditions for use of facilities as specified above, the accommodation will not be available.
7. Groups that terminate a contract must inform the Rental Department in writing. A termination of contract fee will be charged. The termination fee will be deducted from the amount of the refund. User groups that alter the permit will be granted one free alteration to the permit. There will be a processing fee for each subsequent alteration.

LIABILITY AND INSURANCE

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises, unless resulting from the sole negligence of the Board.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2M naming the "Waterloo Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of the insurance will be reflected in the permit.
4. During the use and occupations of the premises, the permit holder shall indemnify and save harmless the Waterloo Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises, unless such injury or damage results from the sole negligence of the Board.

MISCELLANEOUS

1. Authorized staff member or Custodian of the building must be on duty during the hours of rental by the organization or school groups.
2. Permits are not assigned or transferable.
3. Arrangements must be made through the school for the use of any school equipment such as bleachers, tables/chairs at least five (5) days prior to occupancy.
4. Anyone wishing to have the piano tuned must do so at their own expense and use a Board approved tuner. Anyone wishing to have the piano moved from one level to another – i.e. from floor level to stage, must do so at their expense and with Board approved movers. The piano is to be returned to the original location after the rental.
5. No food or drinks are to be served or consumed in the auditoriums and gymnasiums. **Alcoholic beverages are not permitted in the building or on the grounds.**
6. There must be NO SMOKING anywhere on school property at any time as required under Section 9(1) of the Smoke Free Ontario Act and the Insurance Schedule of the Board. Community groups using school property are asked to remind those participating in their activities 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.
7. Games of chance, lotteries and gambling in any form are forbidden on school property.
8. All tables, chairs, dishes and other equipment brought into the school by the rental group shall be removed promptly after the permit activity.

FIRE PREVENTION

1. Before each performance, it will be the responsibility of the production manager and the school foreman to raise and lower the safety curtain. When the stage is not in use, the safety curtain must be in a lowered position.
2. All scenery, special effects, props, etc. must meet fire code safety standards. **Use of pyrotechnics is not allowed on board property.**
3. The seating capacity in the auditorium, gymnasium, and cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
4. In compliance with Fire Department regulations, immediately on the sounding of the fire alarm, the house lights will be turned on, the safety curtain lowered and the audience requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department will the audience be allowed to re-enter the auditorium.