

Waterloo Catholic District School Board Use of School Grounds

The Waterloo Catholic District School Board (WCDSB) school fields/grounds are available for rental activities after 6:00 pm. Monday to Friday and weekends.

Sports Fields Activities: (with the exception of the Sports Field and Track at St. David Catholic Secondary School)

The **appropriate city/region/township** for each school rents out the sport fields from May until October for sports activities:

City of Kitchener: 741-3400 ext. 2398

City of Waterloo: 885-1220 ext. 232

City of Cambridge: 740-4681 ext. 4214

Township of Woolwich: 669-1647 ext. 259

Township of Wellesley and Wilmot do not book out school sports fields

Sports Field and Track at St. David Catholic Secondary School:

The Sports Field and Track at St. David Catholic Secondary School are new, and are state-of-the-art synthetic turf and track materials, with lights available for evening use. As such this Sports Field and Track will have its own fee structure and Rules of Use. Please complete and submit a St. David Secondary School Sports Field Rental Permit Application. The permit is available on our website: www.wcdsb.ca – click on our schools, facility rentals, and forms. Once the permit has been submitted you will be contacted by the Community Rental Department regarding availability. All rental groups are required to provide a proof of insurance in the amount of \$2 million liability and the WCDSB must be added as an additional insured on the policy.

For further information please call Community Rentals at 519-578-3660 x 2356.

Community Events:

To rent one of our outdoor facilities, please complete and submit a rental permit application. The permit is available on our website: www.wcdsb.ca – click on our schools, facility rentals. Once the permit has been submitted you will be contacted by the Community Rental Department regarding availability. All rental groups are required to provide a proof of insurance in the amount of \$2 million liability and the WCDSB must be added as an additional insured on the policy.

All rental groups are expected to comply with the bylaws, rules and regulations set out by the appropriate city/region/township/school board. Copies of all necessary permits must be forwarded to the Community Rental Department at least 2 weeks prior to the event date (eg: vendor permits). A bylaw officer/inspector for the appropriate city/region/ township may be invited on behalf of the WCDSB to inspect all aspects of the event. If you are planning to sell goods while on school property, a vendor permit is required.

Water, phone, washroom and electricity are not available. Port-a-potties/generators would have to be arranged by event organizers.

Fees: Administration Fee
Custodial fee may apply (2 hours minimum)
Damage Deposit

A damage/cleaning deposit of \$200.00 (cash, certified cheque, money order) payable to the WCDSB will be due 15 days prior to the event date to the Community Rental Department, 480 Dutton Drive, Waterloo, ON N2L 4C6. If no damage occurs, the full amount will be returned.

Listed below are activities not allowed on the school facilities/properties (this is not an all inclusive listing):

- **Hot air balloons**
- **Ponies and other animals**
- **Commercial carnival/amusement type equipment/rides e.g. Dunk tank, inflatable apparatus, motorized toys, etc.**
- **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.**
- **Alcohol beverages are not permitted on the grounds**
- **Games of chance, lotteries and gambling in any form is not permitted**
- **Skating rinks**
- **Garage Sales**
- **Car washes**

Barbeques:

- When using barbeques, they need to be at least 16 feet away from all buildings

Parking Lots:

- The WCDSB does not rent/book out their parking lots to the general public for general parking
- If the general public uses school parking lots after school hours, parking is at owner's risk
- No overnight parking

Outside creative playgrounds, cement pads/basketball nets:

- The WCDSB does not rent/book out these areas to the general public
- If the general public uses these areas after school hours, it is at owner's risk

Raindate:

All events must be confirmed by 12:00 noon on the last business day prior to the event.