



## **ACCESSIBILITY:**

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## Rules Governing The Use of School Property

The Waterloo Catholic District School Board (WCDSB) 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 those who share it. Waterloo Catholic Schools are the heart of the community providing success for all and a place for each.

It is the intent of the WCDSB to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of WCDSB facilities must be complimentary to the goals and beliefs of the WCDSB school system.

As per the Ministry of Education directive, school day activities, extra-curricular activities and parent involvement activities organized or administered by the school or school board have priority use of school space during and after regular school hours.

The Government of Ontario is committed to making schools more accessible to the communities they serve outside of the school day. To fulfill that commitment, the Government provides subsidy funding to school boards across the province, to reduce rates and increase access for community not-for-profit groups during non-school hours. The WCDSB reserves the right to allocate the subsidy in such a manner to ensure that the Community Use of Schools Program is offered at no cost to WCDSB. The WCDSB may change the way the subsidy is allocated year over year and determine the priority in which the subsidy will be applied.

Our primary goal is to subsidize local not-for-profit organizations who provide support and programming for local youth (under the age of 18 or under the age of 28 for participants with a disability) and compliment the goals and beliefs of the WCDSB. A subsidy for a user group for an event is not a guarantee or commitment that future events will be subsidized in the same manner.

Below are detailed rules governing the use of all WCDSB facilities by community groups. Compliance with these rules will be monitored by Board personnel. Failure to comply with any of the rules could result in immediate cancellation of the permit contract by the WCDSB.

### **Permit Requests and Software**

1. Applications to use WCDSB facilities shall be submitted to the Community Use of Schools office via the Community Use of Schools link through the Board's website at <http://www.wcdsb.ca>, at least ten (10) business days before the start of the permit use. For more information, Community Use of Schools can be reached via e-mail at [community.useofschools@wcdsb.ca](mailto:community.useofschools@wcdsb.ca) or by calling (519) 578-3677 ext. 2376.
2. A valid email address must be provided when creating an account via the permitting software. The email address is used to send information and account notifications related to your permits. It may also be used to send other important information such as permit submission deadlines, cancellations due to weather, changes to pricing policies and renewal windows. The user will have the opportunity to confirm consent to receive these important messages when the account is activated. It is the user's responsibility to ensure this information is kept current and up to date.



3. A permit request will not be considered, unless it is entered into the Community Use of Schools permitting software through the WCDSB permitting software at [eBase software](#). Verbal agreements for use of space will not be recognized. Any agreement for the use of school facilities made with an outside organization must have approval from Community Use of Schools Department in the form of an approved permit.
4. 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. Normal fees will not apply.
5. Schools shall have first claim to the use of their respective building.
6. Permits are non-transferable and must be used by the organization or individual it was issued to. Permits are portable between Event Supervisors listed on the permit, but are non-transferable to any other organization, individual or purpose identified. Permits are only valid for the activity specified on the permit.

### **Insurance**

1. The permit holder agrees to assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. The Permit Holder will provide a Certificate of Comprehensive Liability Insurance in the amount of \$2 million dollar per occurrence (with no aggregate), including tenant's liability, naming the Waterloo Catholic District School Board as an additional insured. As an acceptable alternative, a Certificate of Liability Insurance with a minimum \$2 million dollar per occurrence with a minimum \$4 million dollar aggregate may be accepted. The insurance shall cover the WCDSB, from and against, all risks that may arise out of this permit use or activity. If a Certificate of Comprehensive Liability Insurance is not provided, appropriate coverage is available through a third-party provider at the Permit Holder's expense.
3. During the use and occupations of the premises, the permit holder shall indemnify and save harmless the Waterloo Catholic District School Board, of and from, all claims for damages that may arise from the use of WCDSB facilities (buildings or grounds) by the permit holder and its users. The Board contract with the Permit Holder or group will require protection against damage, infringement of royalty rights through the Copyright Board of Canada, slander, and overt conduct which may occur as a result of a public performance or speech.

### **Supervision**

1. ADEQUATE ADULT SUPERVISION (Adult is 19 Years of age or older) must accompany all rental groups, one of which must be listed as an "Event Supervisor" on the permit. This supervisor must remain with the group at all times during the rental time period.
2. It is the responsibility of the group supervisor to ensure that participants and spectators remain within the designated rental area, only on the dates and hours listed on their approved permit.
3. 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 room.
4. A custodian, or an authorized WCDSB staff member of the building, must be on duty during the hours of rental by the organization.
5. Group members must not enter the facility before the supervisor arrives. Supervisors must not leave the premises until all members of their group have left the facility.
6. The group is responsible for monitoring the door. **Doors must NOT be propped open.**



7. The Supervisor shall be responsible for the conduct and supervision of all persons admitted to school buildings during the period of their permit and shall ensure that all regulations herein contained are strictly observed.
8. Event Supervisors must ensure that start/finish times are adhered to as outlined on the permit.
9. The Board is committed to working together to prevent unacceptable behaviour and to assist participants by encouraging and fostering positive strategies for identifying and handling anger and resolving conflict, including preventative measures. Supervisors are required to review and adopt the Board policy "[Bullying Prevention and Intervention](#)" (APC034), available on our website. Failure to do so could result in cancellation of the permit(s).

### **Facility and Equipment Use**

1. Exterior **DOORS MUST REMAIN LOCKED**. The Custodian will allow the Supervisor listed on the permit, access to the facility and then return to their pre-assigned duties. The group **must** provide an adult door monitor to allow access to participating members. Board staff is not responsible for participant access beyond the Permit Holder or the Event Supervisor. **DOORS MUST NOT BE PROPPED OPEN**.
2. Custodian will allow an Event Supervisor, listed on the permit, access to the facility not more than 15 minutes prior to the start of the permit, and then return to their pre-assigned duties.
3. Non-marking rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sport activities. **NO OUTDOOR SHOES/BOOTS** should be worn in these areas.
4. Floor hockey, ball hockey, and any other activities requiring the use of sticks, are not permitted in any school gymnasium. Indoor balls must be used for appropriate sport rental activities.
5. Rental charges for permits do not include the use of school equipment other than tables, chairs, volleyball poles and basketball nets (where available). Sporting equipment such as volleyball nets, balls, floor mats, scoreboards, bleachers etc. are not included as part of the rental permit. Rental charges do not include the use of school sound system, A/V equipment and lighting for auditoriums. The use of school equipment is not guaranteed. These items must be arranged directly with the school administration and additional charges may apply. The school will invoice any additional charges separately.
6. The use of the facility must be confined to the hours and space specified on the permit, by the applicant.
7. Baseball conditioning and cricket will be permitted with the understanding that there will be NO batting or pitching permitted. Only indoor style soft (sponge core) balls are permitted and to be supplied by the user.
8. Storage space for non-Board owned equipment is not available in schools. All items brought onto Board property by the user shall be removed promptly at the end of each permitted activity date.
9. Any personal or organization equipment to be used on Board property must be approved by the school staff.
10. The application of powder, wax, tape or any other preparation to the floors, walls, stages, ceilings or grounds is prohibited.
11. Inflatable jumpers, slides, houses, castles, dunk tanks, popcorn and candy floss machines are not permitted on Board properties.
12. Advertising by Permit Holders on Board property is not permitted.



13. Nuts, nut products, shellfish, fragrances, and latex may pose significant health risks to students and community members and are NOT permitted on any Board property.
14. Any damage, problems during the event, extended time, and additional hours for cleanup, will be noted and applicable costs charged to the user group. The Board will seek full restitution for any damage done to our buildings, grounds or equipment by the rental group. The facility must be left in the same condition the group received it for use. Any additional cleanup required, to bring the school to Board standards, will be performed by WCDSB custodial staff, and the user group will be charged for the additional cleanup time.
15. Members of the user group are responsible for deciding whether or not the facility space you are using is safe for your activity. IF CONDITIONS ARE NOT SAFE, STOP YOUR ACTIVITY AND ADVISE THE CUSTODIAN IMMEDIATELY. Within 24 hours, leave a discussion message on your permit or send an email to [community.useofschools@wcdsb.ca](mailto:community.useofschools@wcdsb.ca), indicating your permit number, the name of your organization, the school, the date, the time and the nature of the safety concern.
16. 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.
17. Vehicles may only be parked in designated parking areas and must comply with all municipal/region/township by-laws. Parking is not permitted on any playfields or green space. No overnight parking is permitted without prior approval of the Community Use of Schools Department.
18. No idling vehicles.
19. No food or drinks are to be served or consumed in the auditoriums and gymnasiums without informing and receiving prior approval from the Community Use of School Department. (Water is acceptable in the gymnasiums only)
20. If alcoholic beverages are to be served in a WCDSB facility, permission is required by the WCDSB Director of Education prior to receiving an approved permit for use of space. The user MUST also obtain a Special Occasions permit, issued through the Liquor Control Board of Ontario (LCBO) and provide a copy of the Special Occasions Permit to the Community Use of Schools Officer in advance of the rental date. At the discretion of the Community Use of Schools Department and based on the nature of the event itself, the user may also be required to have Board approved paid security on site, at the expense of the user group. Any costs incurred for the permit will be the responsibility of the user.
21. There is NO SMOKING allowed in any part of the school building or on school property, including but not limited to the use of e-cigarette's, hookah, or other electronic vaporizing as such is law according to the [Smoke Free Ontario Act – Ontario Regulation 48/06](#).
22. Games of chance, lotteries and gambling in any form are forbidden on school property.
23. Only WCDSB Custodians on duty may adjust mechanical equipment such as thermostats, fans, basketball winches and bleachers.
24. Moveable walls or folding partitions will only be operated by WCDSB custodians. These types of partitions must remain in the FULLY extended position (open) or the fully contracted position (closed). If they have a 'person' door installed, this door may remain open.
25. If you are planning to sell goods while on school property, a vendor permit is required. Copies of all necessary permits (i.e. vendor permits) must be forwarded to Community Use of Schools Department at



least 2 weeks prior to the event date. A bylaw officer/inspector for the appropriate municipality may be invited on behalf of the WCDSB.

26. Weekend Use: The Event Supervisor will be required to sign in with the school custodian on duty, indicating the time of arrival. Signing out with the school custodian on duty will also be required, indicating the time of departure, prior to leaving at the conclusion of their permitted time (refer to Community and School Sign In/Out APF002-03F).

## **Emergency Response**

1. The Custodian shall, at all times, be in charge of the building and grounds and their instructions **MUST** be carried out.
2. All equipment, scenery, special effects, props, etc. brought into a WCDSB facility must meet fire code safety standards.
3. Use of pyrotechnics is not allowed on board property. Dry ice, smoke machines, or equipment producing similar effects are not to be used in school facilities.
4. The seating capacity in any WCDSB space must not exceed the limit set by the Fire Department indicated on the capacity listings posted.
5. Permit Holders must have an appropriate plan to deal with medical emergencies and/or medical conditions while on Board property. The Event Supervisor shall start each activity by informing group members and spectators of emergency evacuation procedures, locations of AED's and exit locations.
6. All aisles and exits must be kept free from obstruction at all times.
7. If an accident or injury occurs during the rental period, it is the responsibility of the Event Supervisor to take appropriate emergency response (first aid, call 911, etc.) and then report the incident to the custodian or Board representative on site. Within 24 hours of an accident or injury, the Event Supervisor must inform the Community Use of School Department with the details of the incident (the name of the injured, the date and time of the injury, the details leading up to the incident, what emergency steps/first aid occurred, any witnesses and their appropriate contact information)
8. Fees for making false fire alarm pulls or calls to 911 will be levied on the appropriate group. The current charge, subject to change, is \$75 plus any additional cost for fire truck dispatch, if applicable.
9. In compliance with Fire Department regulations, immediately on the sounding of the fire alarm, the lights will be turned on and participants, volunteers and spectators will be requested to leave through 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 consideration be given to have participants, volunteers and spectators, staff or coaches be allowed to re-enter the school.

## **Cancellations, Alterations and No Shows**

1. It is understood by the Permit Holder that dates of a permit may be changed by the WCDSB should the building be required for WCDSB purposes. Permit cancellations by the WCDSB will be made only as a last resort.



2. Should the WCDSB be required to cancel a permit date, the Permit Holder will be notified of the cancellation and will be given the opportunity to request an alternate location or date as compensation. If no alternative date or location is agreeable, a credit will be issued, if applicable. The Board assumes no responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to a permit.
3. Permit fees shall be paid through the on-line data base through the use of a Visa or Master Card. Fees will be charged to the card on the last day of each month, following use. Any bank charges will be the responsibility of the group/organization.
4. In default of payment or non-compliance with any conditions for use of facilities as specified within, the permit could be cancelled, and the space become unavailable for use.
5. User groups that wish to alter their approved permit will be granted one free alteration. There will be a processing fee for each subsequent alteration. These fees will be added to the monthly charges and applied to the registered credit card. Requests for alterations must be done through the on-line data base at least 5 business days in advance.
6. Groups that wish to terminate a contract must do so through the on-line data base. A termination of contract fee will be charged.
7. Groups that provide less than 5 business day notice to the Community Use of Schools Department that they are not using a time slot on their permit, will be charged an applicable 'No Show' fee, PLUS, applicable rental/staffing expenses. Continuous 'no shows' could result in the cancellation of the permit.
8. All use of schools shall be cancelled when schools are closed due to inclement weather or any other causes beyond the control of the Board. If a school is closed during the day, it will NOT be open for permits that evening. School closures will be posted on the Board website, and when possible, Board social media feed, school website or local radio. If the schools are open during the day but the weather is questionable, please notify the Community Use of Schools Department of your cancellation before 3:00pm on the day of the booking to have No Show fees waived. If you do not notify the Community Use of Schools Department by 3:00pm on the day of the booking and do not show up for your rental, a No-Show fee may apply plus custodial fees if applicable.

If your inclement weather cancellation is for a weekend date, please notify the Community Use of Schools Department of your cancellation by 7:00am on the day of the booking, to have No show fees waived. If you do not notify the Rentals Department by 7:00am on the day of the booking and do not show up for your rental, a No-Show fee will apply, plus custodial fees if applicable. In addition, please call the Board answering service at 519-578-3677 ext. 5555 to notify them of the cancellation.

### **Use of Outdoor Rubberized Track / Artificial Turf and Outdoor Space**

1. Approved footwear must be worn at all times on the track and/or field i.e. only molded rubber spikes are allowed on the field.
2. The soccer and field hockey nets, when available, can be used as long as the request is made on the permit contract. The field score clock is available for a fee and must also be requested on the permit contract.
3. In consideration of the neighbourhood, there is to be no artificial or amplified sound permitted, including but not limited to, car horns, air horns, music, sirens, etc. An exemption to the noise bylaw must be obtained from the applicable municipality in order to have amplified announcements and a copy of the approval is to be sent to Community Use of Schools.



4. Water, phone, washrooms and electricity are not available when only outdoor fields, tracks or outdoor space is rented. Port-a-potties/generators must be arranged by event organizers. Arrangements must be made to deliver equipment the afternoon prior to rental and must be removed the same or next business day. The WCDSB will not be responsible for any damage.
5. For weekend permits and events, cancellation must be received by 12:00 pm (noon) on the last business day prior to the event, to the Community Use of Schools Department, should a cancellation of the event be considered due to weather.
6. Activities not allowed on the school facilities/properties include, but are not limited to:
  - artificial or amplified sound including, but not limited to, air horns, music, sirens, etc. An exemption to the noise bylaw must be obtained in order to have amplified announcements.
  - Hot air balloons
  - Ponies and other animals
  - Commercial carnival/amusement type equipment/rides e.g. dunk tank, inflatable apparatus, motorized toys, etc.
  - Car washes
  - Skating rinks must be approved through the appropriate Municipality or Township Community Ice Rink program.