



Wellington Catholic
District School Board
We Have Faith in Education

Use of School Facilities with the Wellington Catholic District School Board for Theatre Arts/Dance Recitals

When one of our school facilities is rented by an outside group for a large event there are a number of issues that need to be addressed before the event:

The event organizer should check out the facility they would like to rent by calling the school in advance, visiting the site and ensuring it will be appropriate for their event;

Please ensure you rent all the rooms needed for your event as the custodians are not allowed under any circumstances to open any rooms not listed on the original contract.

The event organizer needs to contact the school well in advance of the event to make all arrangements regarding use of school chairs/tables/equipment (lights, audio etc.). Please arrange for staff to help set up for large events as only one custodian is assigned. In most cases, groups need to rent/bring their own equipment to the schools as some schools do not rent out their equipment. Custodians cannot nor should they be made to deal with last minute requests by the user.

If a school agrees to rent out equipment there will be a fee for this equipment use and/or the services of school technicians. These extras must accompany the original request. Use of school equipment is at the discretion of the principal and for example a rate of \$100 applies for the cost of the sound system and a \$50 fee is applied for the lighting system. In addition there is an hourly cost for a technician from the school to be available on site.

The event organizer needs to be aware that most schools cannot allow props and/or sceneries to be left set up when the event runs consecutively for more than one day. Because our stages are often classrooms these materials cannot be in the way of regular daily school activities.

The school will not be held responsible for lost and/or damaged materials left behind by groups.