

## **CUGNET CENTRE ADMINISTRATIVE POLICIES & PROCEDURES**

### **A. INTRODUCTION**

#### **Purpose**

To provide a fair and equitable process for allocating rental hours at the Cugnet Centre and Colleen Weimer Hall located at the Weyburn Comprehensive School.

#### **Definitions**

##### **+ Weyburn Comprehensive School Events**

Any program or special event that is operated, sponsored or sanctioned by the South East Cornerstone Public School Division No. 209

##### **+ City Programs & City Sponsored Events**

Any program or special event that is operated, sponsored or sanctioned by the City of Weyburn

##### **+ Special Events**

Any special event that may be a one time, major attraction or special event i.e.) major concert, regional/provincials.

The Division believes that maximum use of its property and the facility should be made available for use by the community provided the rental activity does not negatively impact upon the primary purpose of the Board's facilities; that being the education of students. Also, not adversely competing with Weyburn's business community.

Priority of use will be based on, but not limited to, the following categories:

1. Weyburn Comprehensive School Events
2. City Programs & City Sponsored Events
3. Special Events
4. Public Rentals

**In providing community use, the Division rental charges off-set operational expenses, additional maintenance costs and future capital improvements.**

The Applicant is responsible for ensuring that all policies & procedures are obeyed by their group & patrons. SECPD staff are responsible for all school sponsored activities.

Management and staff will not be held responsible for loss or theft of articles within and on School properties.

### **B. JOINT USE COMMITTEE – as per formal Joint Use Agreement**

The Committee shall consist of three members appointed by the City of Weyburn and three members appointed by the South East Cornerstone Public School Division. The Committee shall meet no less than twice each year. May & November are preferred months.

The Committee shall;

- a) Endeavour to determine the needs of the community and facilitate programs to the mutual benefit of the Board, the City and the general public.
- b) Establish policies and procedures pertaining to the operation of the Joint Facility including its use, hours of operation, rental rates and all matters incidental thereto provided, however, that such policies or procedures must be approved by each Party before coming into effect; and
- c) Submit a financial statement annually to the City and Board within 60 days of the end of the fiscal year of the City in a format acceptable to the Joint Use Committee.

### C. SCHEDULING PROTOCOL

WCS will consider the requests in terms of the established priorities and past utilization of time in order to prepare, finalize, and promote the schedule of events for the season. SECPD reserves the right to make the final decision regarding facility rentals.

- 1) All groups will be required to enter into a formal agreement for seasonal and special event bookings. This includes other SECPD schools.
- 2) All interested parties that wish to utilize the facility(s) must complete the '**Rental Application Form**' form in its entirety and submit to the **WCS, 629 King Street, Weyburn, SK S4H 2S5.**
- 3) Approvals of all applications must be confirmed with WCS. Applications for all rentals shall be signed by a person eighteen (18) years of age or older, who personally or on behalf of the organization agrees to pay the required damage deposit / rental fees and to abide by all the rental policies & procedures / applicable Administrative Procedures established by South East Cornerstone Public School Division.
- 4) The Weyburn Comprehensive School has **until June 15<sup>th</sup>** annually to book their annual school tournaments into the Scheduling Calendar. After this date, bookings will be taken on a first come first serve basis for the public and confirmation of the booking is when all requirements are met by the renter. (i.e. Rental Application completed, damage deposit submitted, insurance, etc.)
- 5) The Joint Use Committee has grandfathered two local organizations that are exempt from the June 15<sup>th</sup> deadline;
  - United Way Annual Communithon
  - Weyburn Concert Series

In addition, local organizations that wish to host a Provincial / National event that require confirmation the venue would be available years in advance. (i.e. Provincial Wildlife Federation Conference, SUMA).

### D. RENTAL CHARGES

The rental fee specified in the Application is the total fee payable to the Weyburn Comprehensive School. Rental charges will be determined by the total time of use, caretaker overtime, damages, breach of policies & procedures, etc. **Refer to Rental Rates & Charges Schedule.**

### E. INVOICING & COLLECTION OF FEES

Administrative staff at Weyburn Comprehensive School will be responsible for invoicing users of the facility and collecting fees owed. Fees collected will be deposited to a WCS School Fund Bank Account and tracked in accordance with guidelines established by the Manager of Finance. All Community Rental fees charged for the Cugnet Centre and Colleen Weimer Hall shall be submitted (100%) to the SECPD Office.

At least twice a year, the Weyburn Comprehensive School shall issue a cheque payable to SECPD for 100% of the rental income from the Community events hosted at the Cugnet Centre and Colleen Weimer Hall. For fiscal year-end accounting purposes, copies of the invoices for all amounts owing as of August 31<sup>st</sup> shall be provided to the Manager of Finance.

## F. CLOSURE DATES

The facility will be closed for the month of July for annual maintenance.

In accordance with the current SEIU Agreement Local 299, the following days shall be observed as paid holidays:

New Year's Day	Saskatchewan Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

**These dates are Statutory Holidays and considered closure dates. The facility will only be available for rent if a caretaker is willing to work the aforementioned dates and the renter assumes all the associated staffing cost.**

## G. PROGRAM PROMOTION

The Weyburn Comprehensive School will promote activities through the following means:

- Master Schedule for the Cugnet Centre on WCS website, which will include photos, Application Form & Policies.
- Master Schedule will be posted on the City of Weyburn web page [www.weyburn.ca](http://www.weyburn.ca).
- Use of the LED sign at the entrance to the Weyburn Comprehensive School property to promote special events.

## H. RENTAL SPACES

The following rental spaces will be available for use by groups and organizations as follows:

Cugnet Centre (845 sq. m)

- Maximum Occupant Load of this Floor – 1043 seated / 823 tables & chairs

Colleen Weimer Hall (418 sq. m)

- Maximum Occupant Load of this Floor – 574 seated / 453 tables & chairs

## I. RENTAL RATES

As established by the Facility Rental Rates & Charges – Fee Schedule. Annually reviewed by the Joint Use Committee.

## J. SOUND ROOM

The Sound Room in the Cugnet Centre is not open to the public. Only trained personnel volunteers and staff will have access to the area and use of the equipment.

For special event functions the Sound Room will be rented as part of the facility to the Applicant. The Applicant of these events will establish access to the area.

All sound board & lighting equipment shall be defaulted to the settings prior to use.

WCS shall maintain a list of approved sound and lighting operators.

## K. CARETAKER SCHEDULING

Two (2) weeks advance notice is required to change their schedules.

SEIU Caretakers have the right to refuse overtime hours.

#### **L. COMMERCIAL KITCHEN CATERING**

- a) WCS will retain right of first refusal for all catering events for Commercial Rental events.
- b) The Caterer must possess a valid Catering License issued from a Saskatchewan Health District. Copy of the License is to be provided with rental application.
- c) Catering activity / preparation will only be permitted in the WCS Commercial Kitchen during academic days after 4:00pm.
- d) Rental of the WCS Commercial Kitchen is only available to approved Licensed Caterers who are catering events being held in the Weyburn Comprehensive School.
- e) The Caterer is responsible for ensuring the WCS Commercial Kitchen is left in the same condition as it was found. Floors swept & mopped, garbage removed from the premises, sinks clean (including the dish room), etc.
- f) All outside equipment & food must be clearly labeled and removed from the premises at the conclusion of the event.
- g) Use of the Chef Office and dry storeroom is not permitted.
- h) The Caterer is to supply their own serving equipment (plates, cups, cutlery, warmers, etc.) as well as saran wrap, foil, aprons, cleaning cloths, foodstuffs, etc.
- i) The use of the walk-in cooler & freezer is subject to availability and at the discretion of the WCS Commercial Kitchen Program Instructor.
- j) The Caterer hereby agrees and obligates itself to save harmless and indemnify the South East Cornerstone Public School Board No. 209 against any and all claims, liabilities, demands, damages or rights of causes of action whatever, make or asserted by anyone rising out of or incidental to the application or to the use and occupancy of the permitted premises. (Note: Insurance carried by the South East Cornerstone Public School Division No. 209 does not cover user groups). In the event the Board of Education sustains any loss or damage for which the user group is responsible, the Board's insurers may claim reimbursement from the Caterer. Accordingly, it is advisable for the Caterer to purchase liability insurance covering the kitchen equipment.

*Amended April 2020*