



Cugnet Centre & Colleen Weimer Hall
629 King Street, Weyburn, SK S4H 2S5
Telephone: (306) 842-7494 Fax: (306) 842-5594
www.cornerstonesd.ca

RENTAL POLICIES & PROCEDURES

The Division supports and encourages the use of the facility by groups that promote the educational, cultural and recreational aspects of community life. All users of the facility must complete an '**Application Form**' (the "Application").

A. GENERAL USE GUIDELINES

1. The Community use of the facility shall not interfere with educational programming of the school, or with any school activity.
2. Food & drinks (excluding water) are not allowed in the Cugnet Centre with the seats retracted out and/or if the protective floor is not installed.
3. Protective Flooring – Mandatory when food and drinks within Cugnet Centre.
4. The facility must be left in the same condition as was found prior to use. All waste materials are to be collected and placed in containers provided by the Caretaker.
5. Management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period of time with just cause according to the outlined policies and procedures.
6. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from the facilities and criminal prosecution of the individual(s) will be at the discretion of Management.
7. Alcohol will only be permitted when appropriate licensing requirements have been met as required by the Saskatchewan Liquor & Gaming Authority. When serving liquor, only plastic glasses and aluminum cans are allowed in the facility – **NO GLASS**.
8. Seating in the Cugnet Centre is limited to the occupant load specified by the Weyburn Fire Department. Aisles and doorways are to be kept clear and free of obstructions. Occupant loads are posted in both facilities, which does not include the mezzanine level.

**Cugnet Centre – Floor Space only –1,043 Seated / 823 with Tables & Chairs
- Retractable - 560 / Mezzanine - 237**

Colleen Weimer Hall – 574 Seated / 453 with Tables & Chairs

9. Smoking is strictly **PROHIBITED** on Division property (including parking lots & grounds) as per Saskatchewan Legislation. Referenced in Administrative Procedure 164 – Tobacco Free Environment.
10. South East Cornerstone Public School Division (SECPD) will not be held responsible for loss or theft of articles within and on school properties.
11. The Weyburn Comprehensive School (WCS) is closed to the general public for the month of July for annual maintenance, therefore the Cugnet Centre and Colleen Weimer Hall is not available.

B. SECPD SERVICES PROVIDED

1. SECPD staff are required to be on duty to open, secure the facilities and assist patrons, groups or organizations during public functions.
2. SECPD staff are not responsible for event set-up, clean-up (table, chairs, etc.) and/or removal of the renters' equipment.

3. SECPD staff will be scheduled one-half hour before the time stated on the 'Application Form' and will have the space ready and entrance door(s) unlocked to allow users to enter the building. The clean-up time stated on the 'Application Form' is the time by which the building is to be vacated. **Persons staying beyond that time will be charged accordingly to cover the extra costs incurred. (I.e. Staff overtime, utilities, etc.)**
4. The indoor ambient air temperature and ventilation shall be controlled by scheduled SECPD staff.
5. SECPD staff will install and remove the floor cover when required.
6. The Weyburn Comprehensive School Commercial Kitchen will be leased to certified caterers only; to provide catering services to events held within the confines of Weyburn Comprehensive School. The Caterer will not interfere or affect the WCS Commercial Kitchen program.
 - a. **Weyburn Comprehensive School Commercial Kitchen program shall have right of first refusal for all Commercial Rentals who are needing catering or canteen services.**
7. SECPD Caretaking staff will provide the following services during a rental;
 - Provide their cell number to the rental applicant and provide logistical support
 - Periodically check / maintain washrooms & garbage containers
 - Provide spot cleaning if required
 - Monitor the facility and report breach of policies & procedures within the facility and parking areas
 - Contact authorities if required

C. APPLICANT REGULATIONS

1. No tape of any kind is to be used on the Cugnet Centre floor or walls. No pins or nails to be used on any wall or ceiling.
2. Suitable gym shoes must be worn for all gymnasium activities. Shoes which leave marks of any color on the gym floor must not be worn. Tap dance shoes are not allowed on the gymnasium floor.
3. Lighted candles and Pyrotechnics are strictly prohibited.
4. Paper decorations are permitted only in accordance with fire regulations. Christmas trees and stage props must be artificial and flame-proof.
5. The loading of electrical circuits beyond their rated capacity is forbidden. No electrical circuit or electrical controls shall be altered in any manner.
6. Food & drinks (excluding water) are not allowed in the Cugnet Centre with the seats retracted out and/or if the protective floor is not installed.
7. Vehicle traffic on school grounds is prohibited except in approved parking areas. Designated fire lanes are to be kept clear of vehicle / trailer parking or storage. **Violators will be ticketed or vehicle will be towed away at the owner's expense.**
8. The Applicant shall only use the spaces identified on the 'Application Form'.
9. The Applicant shall be responsible legally, financially and otherwise for any damages to the facility as a result of their use and occupation.
10. If the Applicant represents a group or organization, the Applicant shall inform all responsible officials associated with such group or organization of these policies and procedures. **Breach of any policies and procedures will result in forfeiture of the damage deposit.**
11. The Applicant may be responsible to submit a supervisory and/or security plan with the 'Application Form', depending on the event. Reference – H(7)

12. The Applicant shall not permit persons other than those persons associated with the activity for which the third party is using the school space to enter into or remain in the school.

D. DEPOSITS FOR RENTALS

1. **Non-Profit Organizations / Other Organizations / Commercial** (Minimum \$500 rental fee & greater) will be required to provide a deposit prior to, or at signing of the 'Application Form'. Deposits will be calculated at 50% of the total rental along with any other fees that may apply at that time. **The damage and rental deposit must be received within one week of application to secure the rental. Failure to submit deposit results in forfeiture of the rental date.**
2. The Rental Application will not be deemed confirmed until the specified 'damage and rental deposit' is received and supporting documentation required (Liability Insurance, Liquor License, etc.).

E. RENTAL CHARGES

1. Rental fees are charged in accordance with a schedule established by the Joint Use Committee. Local non-profit organizations hosting fundraising events for the betterment of the City of Weyburn may apply in writing to the Joint Use Committee for consideration of rental fee adjustments.
2. Rental accounts are payable at the Weyburn Comprehensive School – located at 629 King Street, Weyburn, SK, S4H 2S5. Cheques issued in payment should be made payable to Weyburn Comprehensive School.
3. Services provided by outside agencies (i.e. police personnel, door-keeps, security, electricians, stage hands, sound, lighting, etc.) must be borne by the Applicant.

F. CANCELLATION POLICY

All cancelled rental times will revert to the facility for rental purposes. **Subletting is not permitted by any Applicant.**

All cancellations shall be in writing and received at least ten (10) business days prior to the use. Upon cancellation meeting this deadline, all deposits shall be refunded.

Non-Profit Organizations Cancellations received with less than ten (10) business days' notice will result in the forfeiture of the deposit unless other arrangements have been made by South East Cornerstone Public School Division designate.

Other Organizations / Commercial Cancellations received with less than ten (10) business days' notice will result in the forfeiture of the deposit unless other arrangements have been made by South East Cornerstone Public School Division designate.

South East Cornerstone Public School Division reserves the right to revoke or cancel a booking at any time with or without cause **due to circumstances beyond their control**. For instance but not limited to; compromised utility services, structural issues, states of emergency, pandemics, etc. The Applicant shall have no claim or right to damages or reimbursement on account of any such revocation or cancellation. SECPD shall make every reasonable attempt to provide a minimum 48 hours' notice of a cancellation to the Applicant. Should the event be cancelled by SECPD, any deposits paid by the Applicant shall be refunded.

G. 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
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day

Saskatchewan Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas 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.

- Fireman Caretaker - hourly rate as per SEIU current agreement x 1.5 overtime hours

H. OVERDUE ACCOUNTS

Payments of invoices are required within 30 days of the event. 3% interest per month will be charged on all overdue accounts. Accounts overdue will forfeit future rental privileges.

I. SUPERVISION

1. Supervision of all activities is required in the areas occupied during the rental period. This includes but is not limited to areas such as entranceways, common areas and any other parts of the school open to the public during the rental period. The provision of such supervision by the Applicant is a condition of granting permission to use the school.
2. Supervision must be provided by the Applicant and the supervisor(s) must be twenty-one (21) years of age or older.
3. South East Cornerstone Public School Division will arrange for staff to be on duty at all times during the rental.
4. The South East Cornerstone Public School Division staff on duty shall be in charge of the rented premises and their instructions regarding the use and care of the building must be followed.
5. Rowdiness, horseplay, running, foul language, physical violence, and other such acts which disrupt the program or the enjoyment of the event, patrons, or compromises public safety, will not be tolerated.
6. The Supervision and/or Security Plan shall include the supervision ratio and the individual responsible for supervision. The South East Cornerstone Public School Division designate reserves the right to deny or cancel the booking if he or she feels that supervision is inadequate.

J. INSURANCE AND INDEMNITY

1. Prior to occupying the space, the Applicant shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, of terms satisfactory to the South East Cornerstone Public School Division designate. A copy of such general liability insurance will be requested prior to final approval of the 'Application Form'. South East Cornerstone Public School Division No. 209 shall be included as named insured.

Such policy shall be written on a comprehensive basis with inclusive limits of no less than \$2,000,000 (two million) per occurrence, including \$2,000,000 (two million) for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the SECPD designate may require from time to time.

2. It shall be the sole responsibility of the Applicant to determine what additional insurance coverage, if any, including but not limited to Worker's Compensation and Participants Insurance, are necessary and advisable for its own protection and/or to fulfill its obligations. Additional insurance shall be maintained and provided at the expense of the Applicant.
3. The Applicant shall observe, perform and comply with the requirements of every applicable bylaw, statute, law, regulation, or ordinance and with every applicable regulation or order with respect to the condition, maintenance, use or occupation of the said premises.
4. The Applicant agrees that it will indemnify and save harmless the South East Cornerstone Public School Division No. 209 and its officers, employees and agents from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs including legal or other fees, incurred in respect of any such claim, or any cause of proceeding brought there on arising directly or indirectly from or in connection with the use and occupation of the said premises.

Amended April 2020