Waterloo Region District School Board

Address: 51 Ardelt Avenue
Kitchener, N2C 2R5
Phone: 519-570-0003 Ext 4356
Fax: 519-576-0478
Email: rentals@wrdsb.ca

Last modified: Oct 6, 2026
First booking: Sep 26, 2026 - 8:00 am

PERMIT FOR USE OF BOARD PROPERTY

Subject to all terms, conditions, rules and regulations as stated in the Board's Policy and Procedures. In the event of an emergency, please call the number above and follow the instructions for a building related emergency.

Status: Approved

Permit number:	2026-06-15-0008	**Attendance:**	60
Purpose:	Basketball Practices (8am - 10am)		
Permit type:	Youth		
Organization:	KITCHENER-WATERLOO YOUTH BASKETBALL ASSOCIATION (Vipers)	**Home phone:**	519-896-9657
		Work phone:	
Permit holder:	MIKE QUIGLEY	**Mobile phone:**	519-573-4582
Email:	coachqwlu@hotmail.com		

Facilities used: Janet Metcalfe Public School (335 Seabrook Dr, Kitchener, N2R 0G3)

Insurance company: Trisura Guarantee Insurance Compan
Policy number: ICI-GL-0901-0090
Policy expire: Sep 1, 2027

Emergency number: 519-749-3838 This number is ONLY to be used for after hours emergency situations, weekend inclement weather cancellations or when a custodian is not available.

No Floor Hockey Permitted in gym(s) due to cushioned or wood flooring

Event supervisors: Mike Quigley, coachqwlu@hotmail.com, 519-573-4582
Bill Langer, williamlanger@yahoo.ca, 519-807-2769

Comments

Special instructions

**IT IS RECOMMENDED THAT THE PROGRAM SUPERVISOR CONTACT THE SCHOOL CUSTODIAN ONE WEEK PRIOR TO THE START OF YOUR RENTAL PERMIT TO CONFIRM ALL DETAILS INCLUDING PARKING AND ENTRY DOOR **

** REVISED TO RECORD LATE CANCELLATION -- Your cancellation for Oct 3, 2026 was received with less than 5 business days notice. As your Permit states, a charge of $25 + H.S.T. plus custodial charges (if applicable) has been added to your permit. Any combination of three Late Cancellations or No Show's will result in cancellation of your Permit. **

Please note May 8 and 15 bookings have been cancelled due to school having equipment set up in the gym

For permit holder

BASKETBALL hoops are included. Group to supply basketballs. No dunking.

SATURDAYS, SUNDAYS AND HOLIDAYS - The Custodian will ask the first Event Supervisor arriving to sign in indicating the time and the last Event Supervisor leaving to sign out indicating the time.

DOORS MUST REMAIN LOCKED. Group to provide a door monitor. DOORS MUST NOT BE PROPPED OPEN AT

ANY TIME DURING THE RENTAL for the safety and security of the rental group, the staff working and the building.

NO FOOD or DRINKS IN GYM, MULTI-PURPOSE ROOMS, LIBRARY, AUDITORIUM or CLASSROOMS.

PLEASE LEAVE FACILITY AS FOUND. Mats are to be left as found.

In case of emergency OR if a Custodian is not available, call WRDSB answering service at 519-749-3838.

Footwear and equipment must not mark or damage Board property. No hard soled shoes. Only dry, non-marking, indoor shoes shall be worn in the gymnasium, multi-purpose room or cafetorium for recreational or sports activities.

The Rentals Department requires a minimum of 5 BUSINESS DAYS notice of cancellations and changes. For weekend dates, advise the Rentals Department by Friday of the previous week. A charge of $25 + H.S.T. PLUS CUSTODIAL COSTS (if applicable) applies to NO SHOWS AND LATE CANCELLATIONS (received with less than 5 business days). CHANGES TO DATES AND TIMES WITH MORE THAN 5 BUSINESS DAYS NOTICE ARE SUBJECT TO A $10 + H.S.T ALTERATION FEE. The first alteration at your request is free of charge.

MOVEABLE WALLS or folding partitions will only be operated by Board 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. Please speak with the Custodian on duty if you require the wall moved.

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.

In accordance with Smoke-Free Ontario Legislation, you cannot smoke or hold lighted tobacco inside the building of any public or private school or on any outdoor property used by the school. This includes playgrounds and sports fields. As such, there is to be NO SMOKING ON ANY PART OF SCHOOL PROPERTY (including in your own vehicle).

GROUP RESPONSIBLE FOR ANY COSTS ARISING FROM DAMAGE OR GROUP'S IMPROPER USE OF WRDSB FACILITIES OR PROPERTY.

INCLEMENT WEATHER - 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, 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 Rentals Department of your cancellation by 3:00 pm on the day of the booking. Late cancellation charges will be waived if you call the Rentals Department and leave a voice mail at 519-570-0003 extension 4356 indicating your permit number, the name of the school and the name of your group. If you do not notify the Rentals Department by 3:00 pm 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.

If your inclement weather cancellation is for a weekend date, please notify the Rentals Department of your cancellation by 7:00 am on the day of the booking. Late cancellation charges will be waived if you call Rentals and leave a voice mail at 519-570-0003 extension 4356 indicating your permit number, the name of the school and the name of your group. If you do not notify the Rentals Department by 7:00 am 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 519-749-3838 to notify them of the cancellation. School closures will be posted to the board website, Twitter feed and local media outlets.

DEFIBRILLATOR ON SITE - This serves to notify the lessee and those of the rental party, that there is an Automated External Defibrillator (AED) at the site being rented. This device can be used by anyone at the site on an individual present during the rental period who is unconscious AND not breathing. (9-1-1 must be called). The lessor can not be held liable for any misuse by the lessee (or member of the rental party) or in the event of an unsuccessful revival.

WRDSB will not offer refunds for permits if the amount is $5 or less.

NO OPEN FLAMES. Open flames, including but not limited to, BBQs and other cooking devices, incense candles, lanterns, open flame burners, steno burners (including gel fuel burners), chaffing dishes, pyrotechnics, fog or mist machines, dry ice, lighted candles and open flames of any kind (including cake candles) pose a serious threat to Board property and are therefore prohibited at all Board facilities and properties

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.

In order to create affordable access to community facilities, the Government of Ontario provides a Community Use of Schools Grant that allows school boards to charge subsidized rental rates for non-profit groups. The annual subsidies offered are contingent upon Ministry funding. The Waterloo Region District School Board reserves the right to allocate the subsidy in such a manner to ensure that Community Use of Schools Program is offered at no cost to the Board. The Waterloo Region District School Board may change the way the subsidy is allocated year over year and determine the priority in which the subsidy will be applied.

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. 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).

FOR A FULL LIST OF RULES AND REGULATIONS, please refer to the Rules and Regulations Governing the use of WRDSB Facilities received with your original permit. The Rules and Regulations are also available at www.wrdsb.ca.

Bookings

Rental Entry Doors: Door by stairs B

Status: Approved

Total hours: 46

Status	Date	Start	End	Facility and spaces
Expired	Sat, Sep 26, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
~~Cancelled~~	~~Sat, Oct 03, 2026~~	~~8:00am~~	~~10:00am~~	~~Janet Metcalfe Public School *in Gym - Double*~~
Expired	Sat, Oct 17, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Oct 24, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Oct 31, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Nov 07, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Nov 14, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Nov 21, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Nov 28, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Dec 05, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Dec 12, 2026	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Jan 09, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Jan 16, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Jan 23, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Jan 30, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Feb 06, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Feb 20, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Feb 27, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Mar 06, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*

Approved	Sat, Apr 03, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Apr 10, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Apr 17, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, Apr 24, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
Approved	Sat, May 01, 2027	8:00am	10:00am	Janet Metcalfe Public School *in Gym - Double*
~~Cancelled~~	~~Sat, May 08, 2027~~	~~8:00am~~	~~10:00am~~	~~Janet Metcalfe Public School *in Gym - Double*~~
~~Cancelled~~	~~Sat, May 15, 2027~~	~~8:00am~~	~~10:00am~~	~~Janet Metcalfe Public School *in Gym - Double*~~

Cost Details

Permit costs	Regular	Subsidy	After Subsidy	Qty
Late Cancellation:	$25.00	-$0.00	$25.00	1
Permit fee (non-refundable):	$35.00	-$0.00	$35.00	1

Booking costs:	Regular	Subsidy	After Subsidy	Qty
Rental fee:	$1,265.00	-$1,035.00	$230.00	23
Custodian - Saturday:	$3,105.00	-$2,070.00	$1,035.00	51.75
Late Cancellation - Custodial Charge - Saturday:	$120.00	-$0.00	$120.00	2

Total:	Regular	Subsidy	After Subsidy
Subtotal:	$4,550.00	-$3,105.00	$1,445.00
HST:	$591.50	-$403.65	$187.85
Total:	**$5,141.50**	**-$3,508.65**	**$1,632.85**