Waterloo Catholic District School Board

Address: 35 Weber St. West
Kitchener, N2H 3Z1
Phone: 519-578-3660 Ext 2376
Fax: 519-884-6635
Email: chris.zamin@wcdsb.ca

Last modified: Sep 9, 2026
First booking: Oct 3, 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:	2026-06-24-0023	**Attendance:**	40* *May be under 18
Purpose:	Basketball Practices		
Permit type:	Group C: Not for Profit Youth		
Organization:	Kitchener-Waterloo Youth Basketball Association	**Home phone:**	519-896-9657
		Work phone:	
Permit holder:	Mike Quigley	**Mobile phone:**	519-573-4582
Email:	coachqwlu@hotmail.com		

Facilities used: St. Josephine Bakhita (25 Beckview Drive, Kitchener, N2R 0N7)

Equipment: 6 x Basketball Hoops

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

Emergency number: 519-578-3677 Ext: 5555

Event supervisors: Mike Quigley, coachqwlu@hotmail.com, 519-573-4582
Tadi Abebe, tadiosabebe@gmail.com, 519-635-1482

Comments

Special instructions

This is a basketball group rental. Basketball nets need to be lowered for use.

For custodian

Custodial coverage required. If this cannot be arranged at the school level, please contact communityuseofschools@wcdsb.ca
Time must be paid.

For timesheet purposes, these overtime hours are applied to "Community Use'

As a reminder – for all rentals over 10 hours in length, the overtime must be divided between 2 people.

This is a basketball group rental. Basketball nets need to be lowered for use.

For permit holder

The custodian will meet you at the doors of the school up to 15 minutes before the start time listed on the dates of use. The exterior doors will (and must) remain locked and secured through your use. You will be required to have someone at the doors to allow you participants into the building. Please do not open the door for people who are not part of your group.

Please note, school/WCDSB Board functions and events will take precedence over permit holder use.

Any changes required to your approved permit is subject to an Alteration fee, as per our rules and regulations. Request for changes to your permit is required at least 5 business days' in advance and should be communicated by using the 'Discussion' tab on this permit.

Any use of the school equipment is at the sole discretion of the principal and must be arranged well in advance, and on an annual basis.

As per our rules and regulations, ALL groups are responsible for monitoring the doors. The doors are NOT to be propped open. This is a safety/security concern for your participants, our school staff, and our buildings.

Per WCDSB policy: "The person who is granted a permit for the use of Board facilities shall be responsible for reporting any damage observed before the activity. The group is responsible for deciding whether or not the facility space they are using is safe for their activity. IF CONDITIONS ARE NOT SAFE, GROUPS ARE TO STOP THE ACTIVITY AND ADVISE THE CUSTODIAN IMMEDIATELY. Within 24 hours, the permit holder is to leave a discussion message on the permit noting the nature of the safety concern."

All unavailable dates have been removed. Please check your permit for the list of approved dates.

Dry, clean running shoes ONLY are allowed in the gym.

If you raise or lower the basketball nets, please ensure they are returned to their approximate original height to assist the school with their programs.

Plastic or metal Water bottles are the only beverage containers allowed in the gym. Please refrain from allowing coffee cups, and other containers into the gym space. If program/event requires food/beverages, please peak with the custodian FIRST to ensure it is acceptable and that additional garbage cans can be provided. When food/beverage is present, you will be responsible to ensure space is cleaned to WCDSB standards before departure or additional charges may be applied.

It is the responsibility of the permit holder to ensure that all supervisors assigned to each permit receive a copy of, and are familiar with, WCDSB's 'Rules Governing the Use of School Facilities'. This includes, but is not limited to, the evacuation of school facilities in an emergency. In the event an emergency alarm is triggered (for WHATEVER reason), the onsite supervisor is responsible for ensuring that ALL of their participants and spectators evacuate the building in a safe manner.

Bookings

https://stjosephine.wcdsb.ca/

Entrance to the gym will be through Exit #6 and can be easily accessed by parking int he back portion of the lot.

Status: Approved

Total hours: 206.25

Status	Date	Start	End	Facility and spaces
Approved	Sat, Oct 03, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Oct 17, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Oct 24, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Oct 31, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*

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Approved	Sat, Nov 07, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Nov 14, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Nov 21, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Nov 28, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Dec 05, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Dec 12, 2026	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Jan 09, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Jan 16, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Jan 23, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Jan 30, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Feb 06, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Feb 20, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Feb 27, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Mar 06, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Apr 03, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Apr 10, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Apr 17, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, Apr 24, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, May 01, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, May 08, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*
Approved	Sat, May 15, 2027	8:00am	4:15pm	St. Josephine Bakhita *in Gym (Double)*

Cost Details

Permit costs	Regular	Subsidy	After Subsidy	Qty
Permit fee:	$35.00	-$0.00	$35.00	1

Booking costs:	Regular	Subsidy	After Subsidy	Qty
Rental fee:	$11,632.50	-$11,013.75	$618.75	25
Custodial - Saturday:	$10,406.25	-$0.00	$10,406.25	231.25

Total:	Regular	Subsidy	After Subsidy
Subtotal:	$22,073.75	-$11,013.75	$11,060.00
HST:	$2,869.55	-$1,431.75	$1,437.80
Total:	**$24,943.30**	**-$12,445.50**	**$12,497.80**