



**OCDSB Outdoor Education Centres Facility Rental Application and Release**  
**3635 Highway 174 • Ottawa (Cumberland), Ontario • K4C 1G9**  
**Telephone: (613) 833-2080 • Fax: (613) 833-0770 • E-mail: [outdooredcentres@ocdsb.ca](mailto:outdooredcentres@ocdsb.ca)**

Personal information on this form is collected under the authority of the Education Act to process school facility rental applications.

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (W) \_\_\_\_\_ Cell: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Email: \_\_\_\_\_

Event: \_\_\_\_\_ Rental Block: \_\_\_\_\_

Numbers attending (including organizers): \_\_\_\_\_

Preferred Dates: \_\_\_\_\_ Alternate Dates: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Preferred Site: \_\_\_\_\_

Has this group rented MacSkimming Facilities in the past? \_\_\_\_\_

If so, when? \_\_\_\_\_

Submission of this application confirms the applicant's intention to book OCDSB facilities and assume responsibility of the associated costs. In consideration of the Ottawa-Carleton District School Board (hereinafter called the "District") granting a permit to the above named (hereinafter called the "Permit Holder") for the use of any property or facilities owned by or under the control of the District, the Permit Holder, its successors and assigns and on behalf of its invitees and licensees hereby releases and forever discharges and will protect and save harmless and indemnify the District, its trustees, officers and employees, their respective heirs, personal representatives, successors and assigns, from any and all actions, claims or demands whatsoever which the Permit Holder, may have or which may arise due to any accident or damage of any kind to any person or property connected in any way with the Permit Holder on or about any property or facilities owned by or under the control of the District arising during or as a consequence of the permit or any occupation or activities arising thereunder.

**The Permit Holder is responsible for the activities and safety of the participants. The Permit Holder agrees to obtain Commercial General Liability coverage in an amount not less than \$2,000,000 per occurrence, including endorsements or other coverages appropriate to the activities. Such coverage shall not exclude injury to participants.**

**I have read, understand and will ensure the organization complies with the regulations within this application including the requirement for appropriate liability coverage.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICATION:**

Submit the completed application to the Outdoor Education Centre office at least two weeks prior to the date of the event. Only the time, date & facilities stipulated on the permit will be available to the permit holder.

**FACILITY RENTAL PROCESSING / CANCELLATION / AMENDMENT FEES:**

MacSkimming Staff will contact you if there is a conflict with the dates or facilities requested.

All bookings are secured upon the receipt of a 25% non-refundable deposit.

**Cancellations made less than 14 days prior to rental date will be charged 100% of the original amount invoiced**

**Late departures will be charged an additional \$40 per hour up to two additional hours. Groups who depart later than two hours after scheduled departure time will be charged an additional daily rate.**

Cheques should be made payable to MacSkimming Outdoor Education Centre

The Outdoor Education Centre office must be advised of cancellations and/or changes as soon as possible @ [outdooredcentres@ocdsb.ca](mailto:outdooredcentres@ocdsb.ca)

**Weekdays from 8am to 4pm.**

**FACILITIES AND EQUIPMENT:**

Permit holders are responsible for maintaining the cleanliness of the site, and ensuring participants are following our no-trace visit policy. Use of Outdoor Education Centre equipment is limited and must be returned to its proper storage area after use and the facility must be returned to its original condition. Failure to do so will prohibit future use of equipment and school facilities.

**Participants must be adequately supervised at all times and must remain in the activity area only.**

Permit holders responsible for youth, activities must have an adult supervisor in cabins/sleeping accommodations and all other buildings at all times.

**CONDUCT:**

**Aggressive behaviour and coarse language will not be tolerated.**

No criticism of any religion, ethno-cultural, race, language or culture shall be expressed at any meeting. No treasonable, disloyal, subversive, or seditious meetings will be permitted or such views expressed at any meeting.

Permit holders are responsible for the conduct and supervision of all persons affiliated with their events and must ensure that OCDSB regulations are observed.

**Smoking is prohibited** on all OCDSB premises. Violation of this policy will result in the cancellation of permits.

Consumption of **alcohol is not permitted** on MacSkimming property.

**CONDUCT(continued)**

No advertising may be posted in, or circulated through, the schools without prior approval from the OCDSB.

**PARKING:**

Permit holders, participants and attendees must park in the designated parking areas. Violating vehicles will be ticketed or towed away at the owner's expense.

**BOARD CANCELLATIONS:**

The OCDSB reserves the right to cancel any permits should the facilities be required for school or OCDSB purposes.

**DAMAGES:**

The OCDSB does not assume liability of injuries, loss or damage to persons or property.

Permit holders will in no manner pledge the credit of the Ottawa-Carleton District School Board and will save it harmless against any and all claims for damages against persons or property which may be brought during or as a consequence of this agreement or the occupation arising there under.

The OCDSB reserves the right to take any action required if accommodation and/or facilities provided are damaged or left in unsatisfactory condition. Costs resulting from damages will be charged to the offending permit holder.

**REFUSAL TO COMPLY:**

Refusal of permit holders to comply with the OCDSB's policies and procedures will result in the cancellation of permits at no cost or liability to the OCDSB.

**CLOSURES:**

MacSkimming Outdoor Education Centre will be closed during the school breaks listed below:

Labour Day	Easter Break
Thanksgiving Day	Victoria Day
Christmas Break(2 weeks)	Canada Day
Family Day	Civic Holiday

**Due to safety concerns please note the following:**

Nuts and nut products, shellfish and latex (e.g. balloons) are common allergens and pose a significant health risk to students and community members. Permit holders are requested to avoid bringing these items into OCDSB Facilities.

**Youth** are not to be involved in handling and moving tables.

**ENVIRONMENT:**

All visiting participants must be informed that the Centre is a 425 acre working classroom and habitat. It must be returned to its natural state upon departure.

