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|  | <b>Renfrew County &amp; District<br/>PUBLIC School Board</b>  | <b>Renfrew County &amp; District<br/>CATHOLIC School Board</b>  | <b>Renfrew County &amp; District<br/>FRENCH PUBLIC School<br/>Board)<br/>(Conseil des écoles<br/>publiques de l'Est de<br/>l'Ontario)</b>  | <b>Renfrew County &amp; District<br/>FRENCH CATHOLIC School<br/>Board<br/>(Conseil des écoles<br/>Catholiques du Centre-Est)</b>   |
| <b>Board Office Contact Info.</b>                      | 1270 Pembroke St. West<br>Pembroke, Ontario K8A 4G4<br>T: 613-735-0151<br>TF: 1-800-267-1098<br>F: 613-735-6315                           | 499 Pembroke Street West<br>Pembroke, ON K8A 5P1<br>Phone: 613-735-1031 / 1-800-<br>267-0191<br>Fax: 613-735-2649   | 2445 Saint-Laurent boulevard<br>Ottawa, ON<br>K1G 6C3<br>Board Type: Pub Dist Sch Brd<br>(E/F)<br>Board Number: B66311<br>Phone: (613) 742-8960<br>Fax: (613) 747-3810   | 4000 Labelle Street<br>Ottawa (Ontario) K1J 1A1<br>Canada<br>Telephone: 613 744-2555<br>Toll free: 1 888 230-5131<br>Fax: 613 746-3081<br>Email:<br>ecolecatholique@ecolecatholiqu<br>e.ca   |
| <b>Board Website</b>                                   | <a href="http://www.rcdsb.on.ca/en/">www.rcdsb.on.ca/en/</a>  | <a href="http://rcdsb.edu.on.ca/">http://rcdsb.edu.on.ca/</a>   | <a href="http://www.cepeo.on.ca">www.cepeo.on.ca</a>   | <a href="http://www.ecolecatholique.ca/fr/">http://www.ecolecatholique.ca/<br/>fr/</a>   |
| <b>Community Use of Schools<br/>Website</b>            | <a href="http://www.rcdsb.on.ca/en/schools/communityuseofschools.asp">http://www.rcdsb.on.ca/en/schools<br/>communityuseofschools.asp</a> | <a href="https://rcdsb.ebasefm.com/communityuse/">https://rcdsb.ebasefm.com/c<br/>ommunityuse/</a>  | none   | <a href="http://location.ecolecatholique.ca">http://location.ecolecatholique.<br/>ca</a>   |
| <b>School Website</b>                                  |   |   | <a href="http://www.equinoxe.cepeo.on.ca/">http://www.equinoxe.cepeo.on.<br/>ca/</a>   | <a href="http://jeanne-lajoie-elementaire.ecolecatholique.ca">http://jeanne-lajoie-<br/>elementaire.ecolecatholique.ca</a><br><br><a href="http://jeanne-lajoie-secondaire.ecolecatholique.ca">http://jeanne-lajoie-<br/>secondaire.ecolecatholique.ca</a> |
| <b>Contact Dept./Person for<br/>space reservations</b> | Community Use of Schools<br>Outreach Coordinator:<br>Mary Cahill<br><br>Plant Dept.<br>Manager: Bill Murray                               | Linda Arsenault Secretary to<br>the Manager of Plant Services<br>Phone: 613-735-1032 Ext 340<br>E-mail:<br><a href="mailto:larsenault@rcdsb.edu.on.ca">larsenault@rcdsb.edu.on.ca</a><br>Renee Rivard<br>Community Use of<br>Schools/Plant Services Officer<br>Phone: 613-732-8534<br>E-mail: | Contact: Vice-Principal:<br>Mdme. Michelle Guertin-<br>Cadieux<br>michelle.guertin-<br>cadieux@cepeo.on.ca<br><br>NOTE: Only one school in RC<br>under this Board:<br>École élémentaire [ &<br>Secondaire] publique L'Équinoxe | Melanie Julien (Board rep.)<br>1-888-230-5131 x3315<br><br>Approval process at school:<br>Danielle Rees<br><br>NOTE: Only one school in RC<br>under this Board:<br>Catholic School Centre Jeanne-<br>Lajoie, elementary                                    |

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|   |  | rrivard@rcdsb.edu.on.ca   | 412 Pembroke Street West<br>Pembroke ON<br>K8A 5N6 Phone: 613-732-1525  | 1255 Pembroke Street West<br>Pembroke (ON) K8A 5R3<br>Tel. : 613 732-8302<br>Fax. : 613 732-3314  |
| <b>Insurance requirements</b>                   | <a href="http://www.rcdsb.on.ca/en/schools/rentalfacility.asp#LiabilityandInsurance">http://www.rcdsb.on.ca/en/schools/rentalfacility.asp#LiabilityandInsurance</a>                    | <a href="https://rcdsb.ebasefm.com/user_content/cu/pdfs/public/rulesandregulations.pdf">https://rcdsb.ebasefm.com/user_content/cu/pdfs/public/rulesandregulations.pdf</a> | Mandatory: 1) if agency has insurance need to provide proof of insurance; 2) no insurance can be purchased via school based on nature and risk level of activity and # of people involved @ \$5 million per occurrence liability; e.g. low-risk activity - \$10 fee per 1 event | <a href="https://location.ecolecatholique.ca/Documents/OSBIE%20Insurance%20with%20Alcohol%20March%202014.pdf">https://location.ecolecatholique.ca/Documents/OSBIE%20Insurance%20with%20Alcohol%20March%202014.pdf</a> |
| <b>Rules &amp; Regulations for use of space</b> | <a href="http://www.rcdsb.on.ca/en/schools/responsibilities.asp">http://www.rcdsb.on.ca/en/schools/responsibilities.asp</a><br>Sent by e-mail with space confirmation from Plant Dept. | As above  | As above [will be provided in full at booking reservation time]   | <a href="https://location.ecolecatholique.ca/Documents/Procedure%20for%20booking%20for%20the%20community.pdf">https://location.ecolecatholique.ca/Documents/Procedure%20for%20booking%20for%20the%20community.pdf</a> |
| <b>Cost</b>                                     | <a href="http://www.rcdsb.on.ca/en/schools/rentalfees.asp">http://www.rcdsb.on.ca/en/schools/rentalfees.asp</a><br>No – if non-profit; yes, if for-profit agency                       | As above  | Depends on space used & whether custodial service required; if rules are respected and clean-up done by reserving group no custodial fees   |   |