



## **Saskatoon Public Schools** **Inspiring Learning**

August, 2018

Enclosed you will find the required information to book your activities for the 2018 fall season. Please take the time to carefully read through the package.

**Please note we have a new online booking process.**

In a joint effort to remain consistent as partners the Greater Catholic Schools and Saskatoon Public Schools have agreed to use the same rental software program (Rec-Trac/Web-Trac). You will enter our shared online site by typing in the URL [www.sakschoolrentals.ca](http://www.sakschoolrentals.ca). This Web-Trac splash page will have a link to both the Greater Catholic Schools and Saskatoon Public Schools. Use the same login to access both school division sites.

**Preseason Bookings**

We have set preseason booking dates that you will be required to follow.

- 1) Requests for the period of September 4, 2018 through December 15<sup>th</sup>, 2018.
- 2) Requests for the period of January 7, 2019 through March, 2019.
- 3) Requests for the period of April 1, 2019 through June 15<sup>th</sup>.

All requests will be subject to staff/facility availability. Bookings will be coordinated to minimize staff overtime.

**Please note:** Block booking or selected pattern booking is not an option at this time.

**Each date, space, purpose of the rental, and time required will need to be booked individually.**

**Not for Profit Under 18 groups, For Profit and General Public Groups**

- Long term historical groups that book at least weekly events for an entire season and have been booking the same times for more than two years. **New bookings will need to follow historical days, times and spaces.**
- These rental groups will need to set up an account in Web Trac.
- When setting up the new account, select the proper Household category. **Hollandia Soccer, SMBA, etc., would select Under 18 – Not for profit. Adult groups i.e. Senior Men’s Basketball would select General Public.**
- Follow the preseason booking schedule. Requests for the period of September 4, 2018 through December 15<sup>th</sup>, 2018. Please submit these requests starting August 13, 2018.

**Note: User groups must be in good standing with the school divisions to be approved.**

### **Short Notice Bookings**

Requests for short notice bookings for use of schools must be entered 10 business days in advance of the booking to facilitate/coordinate staffing. All requests will be subject to staff/facility availability.

### **Cancellations**

Cancellations must be made on line and in writing (email) by each party more than 7 days in advance of the booking. Any cancellations within the 7 day period will be assessed a penalty equal to 100% of the rental.

### **Supervision**

Adult supervision (18 years or older) must be provided by the renting party. Each party will be responsible to supervise the program participants in the school and ensure that the participants follow facility rules and regulations. Supervisors must arrive prior to the rental start time and participant arrival. The youth will not be allowed to enter the rented space until the supervisor is present. If a supervisor is not present 15 minutes after the activity has started, the caretaker will end the rental. This will be considered a "No Show".

Any questions or inquiries should be directed to the rental clerks, Lisa Craig (SPSD) and Leslie Edwards (GSCS). In order to serve you better email is the preferred way of communication. Lisa's email address is [craigl@spsd.sk.ca](mailto:craigl@spsd.sk.ca) and Leslie's email address is [LEdwards@gscs.ca](mailto:LEdwards@gscs.ca)

On behalf of the GSCS and SPSP rental departments we would like to thank you for all you do to serve your community and wish you a successful and rewarding year!

Kindest Regards,

Brenda Thibodeau,

Rentals/OH&S Supervisor  
Saskatoon Public Schools  
[thibodeaub@spsd.sk.ca](mailto:thibodeaub@spsd.sk.ca)  
306.683.8257