

## Procedure for the community

---

### Community Use of School Program – Reservation of school facilities outside school hours



In 2011, the CECCE implemented on-line booking software called Elyxir to improve accessibility to school facilities outside school hours for the community.

For the sake of simplifying the text, the term "organization" includes not for profit organizations, for profit organizations and community people.

#### 1. Create an Elyxir account **(for new users only)**

- Access the online booking site at the following Internet address:  
[cecce.elyxir.com](http://cecce.elyxir.com)
- Create your user account by clicking on "REGISTER".
- Complete the requested information.  
Note: for the community (not an organization), you must include your full name in the box marked "name of the organization."
- The Permit Department has the responsibility to approve or deny access to the reservation system.
- An organization must not have more than one user account. The Permit Department will deny access to all duplicate applications.
- If an organization has several contacts, it is possible to have multiple users in the same account.
- The status "for profit" or "not for profit" of each applicant will be verified. If applicable, the status will be changed by the Permit Department.

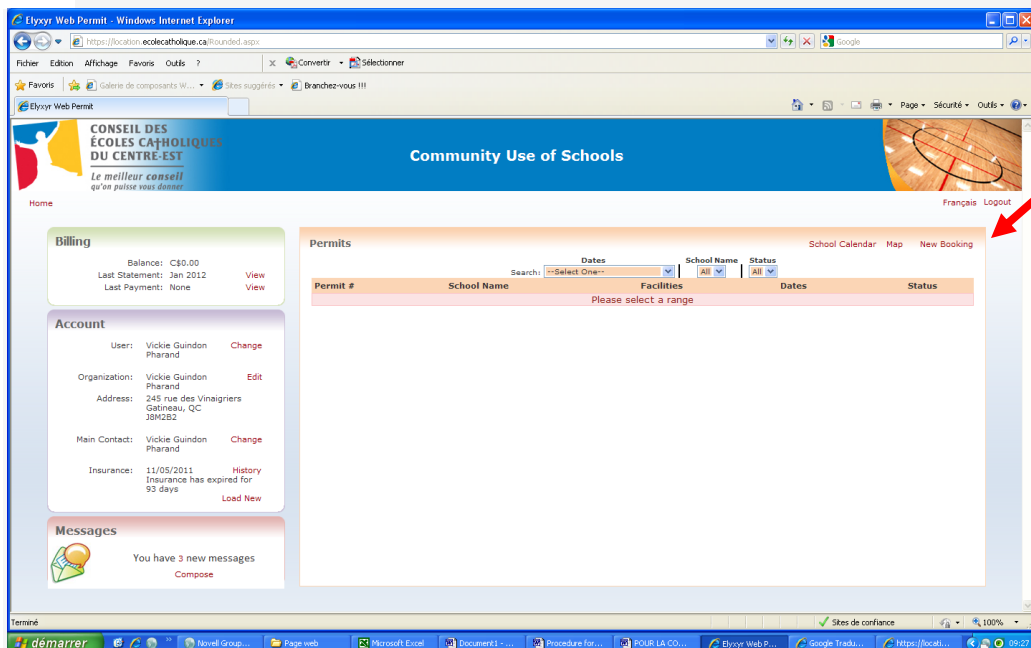
## 2. To access your Elyxir account

Once an organization receives confirmation that they have access to the online reservation system by email, the organization must:

- Access the website: [cecce.elyxir.com](http://cecce.elyxir.com)
- Connect to the booking platform by entering their username and password previously chosen when creating their account.
- If you have forgotten your username or password, you must contact the Permit Department.

## 3. Reservation request

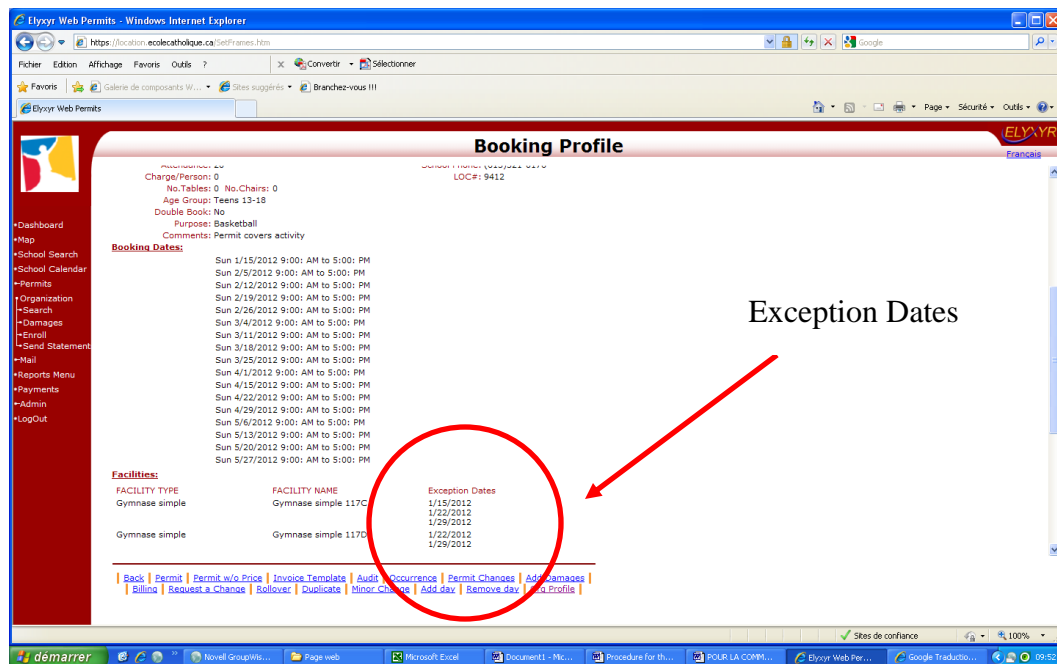
- Click on "New Booking" to request a facility (gymnasium, cafeteria, classroom, etc.) and provide all requested information.



New Booking

- Select the desired reservation dates and click ADD. The dates appear in the "Permit Dates" box to the right of the screen.
- Complete the requested reservation steps (choice of school, choice of facilities, etc.).
- At the end of the reservation process, the organization must read and accept the the Rules & Regulations.

**It is IMPORTANT to read the reservation dates that are listed on the permit application. The online booking system automatically excludes school holidays, public holidays and facilities already leased. When Exception Dates are shown on your application, this means that you do not have access to the requested facilities on those dates. If you are not satisfied or want to modify your application, please contact the Permit Department.**



#### 4. Reception of application by the school

- The school principal receives notice of all facility requests has 5 business days to notify the Permit Department that the request is accepted or rejected.
- An organization may be denied his request because of previous problems (example: vandalism, non-payment of account, invalid insurance, etc..).
- If the request is denied, the organization will receive an email informing them of the refusal.

#### 5. Proof of insurance

- If the rental application is accepted, the organization will receive an email asking them to submit a proof of insurance prior to the activity.
- The organization can provide its own insurance certificate or make the purchase of insurance at a competitive price through the Permit Department at the following telephone number: 613-744-2555 ext 33354.

- The insurance certificate must include:
  - a) A minimum liability of \$ 5,000,000;
  - b) A valid coverage period that includes the dates of the activities;
  - c) the name of the Conseil des écoles catholiques du Centre-Est (CECCE) must be shown as additional insured.

- The organization may join his proof of insurance to their online account OR fax it to (613) 746-3725, OR by email OR by mail at the following address:

Conseil des écoles catholiques du Centre-Est (CECCE)  
Community Use Program  
4000 Labelle Street  
Ottawa (Ontario) K1J 1A1

## **6. Confirmation of the rental**

- When the Permit Department receives proof of a valid insurance, the organization will receive an email notifying that his rental application has been accepted.

## **7. Rental charges and operations fees**

- When you make a reservation request, an estimated rental charge and operation fees will be generated automatically.
- When you receive confirmation that your reservation is accepted, this amount will be validated in your rental permit.
- Organizations must consider their rental permit as an invoice.

## **8. Method of Payment**

- Checks should be made payable to the CECCE
- Cash payments and checks must be submitted to the following address:

Conseil des écoles catholiques du Centre-Est (CECCE)  
Community Use Program  
4000 Labelle Street  
Ottawa (Ontario) K1J 1A1