



ONTARIO EDUCATIONAL LEADERSHIP CENTRE USER GROUP AGREEMENT

When OELC isn't scheduled with our regular student leadership courses throughout the year, we invite groups to rent our site and facilities. Our facilities are camp-like in design, complete with a modern dining room, meeting rooms and rustic cabins set in a relaxed and natural environment. During the early spring and fall, groups can book our unique and beautiful site according to the following policies and guidelines.

GENERAL BOOKING INFORMATION

Requests for usage are based on a first-come/first-served basis. Groups requesting a repeat booking for the same time period each year can arrange to have these dates held a year in advance. O.E.L.C. reserves the right to offer usage of the site to more than one group at any one time. In the event that more than one group is booked for the same date(s), each group will be informed of this as soon as possible. A 50% deposit may be requested to guarantee a booking date.

CANCELLATION POLICY

If notice of cancellation is received:

- 60 days prior to the booking date - 90% of the deposit will be refunded.
- 30 days prior to the booking date – 50% of the deposit will be refunded.
- Less than 30 days prior to the booking date – no monies will be refunded.

GROUP SUPERVISION

It is the responsibility of the contracting agent to ensure that participants are appropriately supervised and that the terms of use are adhered to. All out-of-bounds areas, as designated by O.E.L.C., must be avoided. Groups are responsible for providing their own programs, facilitators, lifeguards (if required), first aid support, etc.

CONFIRMATION OF GROUP NUMBERS

The number of persons requiring accommodations and meals (including meal times) must be confirmed one week (7) days prior to arrival.

DEPARTURE DAY – VACATING CABINS

Cabins must be vacated by 9:00 a.m. on departure day so that cleaning may begin. Groups may continue using the site (meeting rooms, outdoor facilities) until the agreed upon departure time.

GENERAL FACILITY INFORMATION

OUR ACCOMMODATIONS:

OELC is located on 175 acres along the beautiful shores of Lake Couchiching. Our site consists of several seminar buildings, student and staff cabins, a dining hall with a stunning view, multiple sports fields, running track, hiking trails, tennis courts, basketball courts, an indoor gymnasium, waterfront activity areas, a climbing wall and a low ropes initiatives task course (trained facilitators are required for use of the climbing all and low ropes course).

We have 18 student cabins, each of which has up to 16 beds. Our student cabins share a common washroom and shower facility that is separate from the cabins. Staff accommodations are independent from student cabins and are all equipped with full washrooms. Certain staff cabins also include a small kitchenette (small fridge and microwave).

OUR MEETING SPACES:

The Centre has meeting space for 1,000 people throughout 11 rooms of varying sizes. Please note that our sleeping and dining hall capacity is 300 people. Some audio/visual and presentation equipment is available on site.

OUR KITCHEN & MEALS

OELC is fortunate to have Ouellet Catering as part of our team and family for the past 20 years. Throughout this time we have seen them provide meals that not only meet the needs of our guests, but also please their pallets! A satisfied stomach is a pretty big key to happiness!

Our kitchen is regularly inspected and is proud of its reputation as a clean and safe environment, committed to providing healthy and well-balanced meals for every course. Both lunch and dinner include a healthy selection from a fresh salad bar to complement the main entree. Vegetarian and special dietary needs are carefully looked after. ***OELC is a 100% nut-free site.***

TERMS AND CONDITIONS

By signing the Rules & Regulations Agreement form (attached), you agree that:

- Furniture will remain in its respective building, any movement can only be done by the Facility Manager.
- Only the cabins and buildings assigned to your group will be used.
- Parking will be restricted to the upper parking area. Vehicles will not be driven on grassed areas at any time.
- OELC has a NO SMOKING POLICY for the entire site.
- No alcoholic beverages will be allowed while minors (19 year and under) are in attendance at OELC.
- Adult groups will be responsible for the removal of all evidence of alcoholic beverages prior to leaving the Centre. Clean up charges, if necessary, will be levied.
- The contact person signing the agreement will be responsible for the supervision of the site and the users.
- Your organization will compensate OELC for any loss, breakage or other damage to OELC property and/or equipment by members of your group.
- The use, security and protection of personal equipment will be the sole responsibility of your group or organization.
- You will provide OELC with a complete list of delegates in attendance with the cabin name or number in which they are residing.
- Pets are not permitted onsite without express permission from the Executive Director.
- You will vacate sleeping quarters by 9:00 a.m. Space can be provided to store luggage on departure days.
- Persons under the age of 18, must be supervised when swimming. You will not have unsupervised swims.
- You will not tamper with fire safety or first aid equipment.
- You will not enter out of bounds areas unless there is an emergency.
- You agree to protect OELC against any and all claims which may be filed against it. To this end, proof of liability insurance will be produced by all non-school groups.

CONFERENCE AND ACCOMMODATION FACILITIES

CONFERENCE ROOMS	SEATING	AMENTITIES
Private Dining Room	30	Flip Charts, White Board, Projector Screen
Gull	50	Flip Charts
Balsam	50	Flip Charts
Pike	60	Flip Charts, Dance Bars, Mirrors, Tile Floor
Cedar	150 or (2 x 75)	Flip Charts
Alumni Hall	150	Flip Charts, Projector Screen
Birch	300 or (3 x 100)	Flip Charts, White Boards, Piano, Foyer, Carpet, Projector Screen
OTHER FACILITIES		
Muskelunge	300	Gymnasium, Plastic Surface, High Ceilings
Couchiching Centre	300	Dining Hall, Podium, PA System

A.V. EQUIPMENT		SPORTS EQUIPMENT
Overhead Projectors	2	Gym Mats, Dance Bar, Dance Studio
Portable Screens	3	Lacrosse, Badminton, Watersports (Canoes etc.),
Portable Sound System	1	Basketball, Soccer, Tennis, Volleyball (beach & indoor)
		Low Ropes Challenge Course, Climbing Wall (requires qualification for use). Etc.