



# APPLICATION FOR PERMIT

TCDSB – Community Use of Schools Department

80 Sheppard Avenue East, Toronto, ON. M2N 6E8

Tel: 416.222-8282 Ext. 4370 Fax: 416.512.3426

Email: [NewPermitBookingResponse@tcdsb.org](mailto:NewPermitBookingResponse@tcdsb.org)

ALL INFORMATION MUST BE FULLY COMPLETED

Organization/Group Name: .....

Name of Applicant: .....

(Must be 18 years of age or older)

Address: .....

Telephone: ..... Ext.: ..... Email: .....

**PERMIT APPLICANT/S MUST SUBMIT THE FOLLOWING PRIOR TO PERMIT APPROVAL:**

- 1) Public Liability Insurance Certificate naming the Toronto Catholic District School Board (TCDSB) AS AN ADDITIONAL INSURED.
- 2) CREDIT CARD payment authorization.

For use of Facility at: .....

(Please specify the name of the School you wish to permit)

Purpose of Meeting: .....

**Please select the category that best describes the primary type of activity**

- Educational (e.g. homework, help, reading clubs)  Parenting Support (e.g. new parent classes)  Sports & Recreational (e.g. basketball, yoga)
- Health & Wellness (e.g. nutrition program, blood donation)  Child Care Program  Supports for Recent Immigrants
- Social (e.g. meet and greet)  Community Services (e.g. employment aid)  Supports for Low-income Communities
- Meetings (e.g. neighbourhood action)  Leadership (e.g. Scouts, Guides)  Aboriginal-focused Programs
- Arts & Cultural (e.g. community theatre, concerts)  Other: Please describe \_\_\_\_\_

Name of person(s) to be in authority (must be 18 years of age or older): .....  Elected Official

Total Attendance (including spectators, performers, players, coaches, etc.): .....

Age of Participants: (please check one)  0-6  7-12  13-18  19-24  25-64  65+

THE TIMES INSERTED BELOW ARE THE TIMES OF ADMISSION TO THE BUILDING AND THE LATEST TIME THE BUILDING IS TO BE VACATED.

Start Date: ..... End Date: ..... Start Time: ..... End Time: .....  
(From) (To) (From) (To)

Days of the week preferred:  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY  SUNDAY

Accommodation Required:  GYMNASIUM  LIBRARY  STAFF ROOM  AUDITORIUM  CLASSROOM - HOW MANY?

CAFETERIA  PARKING LOT  LUNCH ROOM  FIELD  OTHER: .....

**\*\*CAFETERIA & AUDITORIUM – ADDITIONAL COSTS MAY APPLY.**

**\*\* USE OF ANY SCHOOL EQUIPMENT MUST BE APPROVED BY THE PRINCIPAL.**

Will Admission or Tuition fees be charged?  NO  YES Price: ..... No. of chairs required: .... No. of tables required: ....

Will refreshments be served?  NO  YES If yes, a designated food area must be booked. Light refreshments only are permitted.

Special request or Comment: .....

THE APPLICANT ACKNOWLEDGES, ACCEPTS AND WILL ABIDE BY ALL RULES, REGULATIONS AND RATES PERTAINING TO PERMITS AS AGREED BELOW. FAILURE TO COMPLY WITH THESE RULES & REGULATIONS CAN RESULT IN CANCELLATION OF THE PERMIT.

Date of Application

Signature of Applicant



NAME OF ORGANIZATION

PERMIT HOLDER/DESIGNATE

(Please Print)

## TCDSB PERMITS RULES AND REGULATIONS

- (1) **Minimum ten (10) days advance notice is required before a Permit can be issued. This ten day notice applies to ALL Permit applicants.**
- (2) **Fees** for Permits **shall be paid thirty (30) days in advance** where applicable to the Board, by money order, certified cheque, bank draft, or by presentation of Visa, MasterCard or Debit Card for payment online.
- (3) The Board reserves the right to cancel or alter a Permit at any time. Should this occur, appropriate charges for cancelled date(s) will be refunded. The Board assumes **NO** responsibility for any additional expenses, distress, disappointment, frustration and/or inconvenience as a result of such cancellation or alteration to the Permit.
- (4) If, for any reason, a permitted facility is not required on any of the requested dates, refund of charges will be made **ONLY** if the Permits Department of the Board is notified in writing, e-mail or fax, **72 hours before the event is scheduled to occur**
- (5) The National Anthem shall be sung or played at all assemblies held in school buildings.
- (6) Alcoholic beverages, smoking, vaping, illicit drugs and unlawful gambling of any form, are strictly prohibited and will **NOT** be allowed in any part of the building or Board property.
- (7) The building must be vacated by the time shown on the Permit. The Permit Holder is required to ensure that all those who are under his/her supervision have safely left the premises.
- (8) Adult supervision must be provided by the Permit Holder and must be to the satisfaction of the Board.
- (9) No organization whose policies or actions militate against the Church or country will be granted the use of any property of the Board.
- (10) Parking on Board property, where it is provided, is a privilege. All parking is at the risk and responsibility of the owner and/or driver of the vehicle.
- (11) Permit Holders are not permitted to operate, adjust or interfere with electrical or mechanical equipment.
- (12) Permit Holders are not permitted the use of any school equipment unless authorized by the school Principal.
- (13) All equipment stored at schools by Permit Holders must be approved by school Principal, and is stored at the Permit Holder's own risk.
- (14) The School Board representative on the property during the hours of any Permit is in complete charge of the building. The Permit Holder is required to adhere to the instructions of the School Board representative.
- (15) Permit Holders are required to restrict activities to the locations stated on the Permit. However, washrooms closest to the activity are available for use by the Permit Holder and members of his/her party.
- (16) **The Permit Holder hereby releases, waives and forever discharges the Toronto Catholic District School Board and its employees, agents, officials, contractors, representatives, elected and appointed officials and successors and assigns of and from any and all claims, demands, damages, costs, expenses, actions and causes of action whatsoever, whether in law or equity, in respect of death, injury, loss or damage to the Permit Holder or his/her or its property, as the case may be, howsoever caused, and the Permit Holder further agrees to indemnify and save harmless all of the aforesaid from and against any and all liability incurred by any of them or all of them arising out of or as a result of, or in any way connected with, the issuance of this Permit.**
- (17) Rubber-soled, non-marking shoes must be worn in the gymnasium or auditorium for gymnastics or sports activities. The application of powder, wax, or any other preparation to gymnasium or auditorium floors for dancing purposes is prohibited.
- (18) The Permit Holder shall, if requested by the Board, produce a certified financial statement showing disposition of monies received as a result of the use of Board property under a Permit.
- (19) The Permit Holder is responsible for the theft, loss and all damages arising from the use of the school premises by the Permit Holder or a member of his/her party.
- (20) Permit Holder must have a copy of approved Permit at each event. Persons unable to produce this Permit may have entrance to school delayed pending verification by custodian.
- (21) The Permits (Community Use of Schools) Department must receive a copy of advertisements at least five working days before the permitted event. All advertisements of events to take place on Toronto Catholic District School Board property shall not contain the name of the school (only the Municipal address) and must list the name and telephone number of the Permit Holder.
- (22) Food or beverages, where approved as a part of the approved Permit, must be consumed **ONLY** in the assigned cafeteria and lunchroom areas.
- (23) Assignment of the Permit or subletting of the permitted premises by the Permit Holder to a third party is prohibited and will be grounds for immediate cancellation of the Permit.
- (24) Permit Holders must comply with all fire regulations, including keeping all exits and fire routes free from obstruction at all times. The Permit Holder during the period of use will be responsible for any fee charged by the City of Toronto or Fire Department for false alarm due to a malicious act.

**I have read the Policy B.R. 05 and all Rules and Regulations and agree to abide by them as the Permit Holder.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_