



PERMIT APPLICATION

Use of School Facilities

Waterloo Catholic District School Board
 480 Dutton Drive, Waterloo, ON N2L 4C6
 (519) 578-3660 Ext.2356 Fax (519) 884-6635
 www.wcdsb.ca

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.

The Rental Department must receive this application at least 15 business days before the starting date of the use of school facilities. All information requested below must be provided or the application will be delayed. Please attach a cheque for the non-refundable administration fee.

Please use a separate Application for each site needed

Site/School Required	Day of Week Required	Date		Time	
		Start	Finish	Start	Finish

ROOM

- Single Gym
- Double Gym
- Triple Gym
- Cafeteria
- Classroom
- Lecture
- Other: _____

PROGRAM

- Badminton
 - Basketball
 - Gymnastics
 - Soccer
 - Volleyball
 - Fitness
 - Other: _____
- Meeting

NUMBER OF PARTICIPANTS:

YOUTH: _____

ADULT: _____

APPLICANT (name of Group/Organization): _____

Group Category: Youth Adult Other

Name of Person (for billing & contract mailings)

Name: _____
 Address: _____
 City: _____
 Postal Code: _____
 Phone (B): _____
 Phone (H): _____
 E-Mail: _____
 Signature: _____

Name of Person (supervisor who will be present during rental) (minimum 18 years of age)

Name: _____
 Address: _____
 City: _____
 Postal Code: _____
 Phone (B): _____
 Phone (H): _____
 E-Mail: _____
 Date: _____

- Insured by Municipality
- Valid Certificate of Insurance attached
- Purchase Insurance through WCDSB
- Payment attached for Non-Refundable Administration Fee (per application)

NOTE: Proof of Insurance in the amount of \$2 million must be provided prior to issuance of Permit (see reverse Rules Governing the Use of School Properties). Fees for the long-term permits (more than one month duration) can be paid in advance by equal monthly installments. Fees for short-term permits one month or less in duration shall be paid in full.