

## **Rentals No Show Procedure**

We want to ensure our facilities are available to all our clients. With this in mind, when a group does not show up for their rental, it means another group did not have the opportunity to run their program. Accordingly, the procedure for a 'No Show' will be as follows:

### ***First No Show***

Rentals will call the Permit Holder to confirm the No Show. A charge of \$25.00 (plus any custodian costs) will apply.

### ***Second No Show***

Rentals will call the Permit Holder to confirm the second No Show. A charge of \$25.00 (plus any custodian costs) will apply.

The group will be warned that another 'No Show' will result in the cancellation of the Permit.

### ***Third No Show***

The remainder of the permit will be cancelled. **Unfortunately, with this cancellation, the group will lose the timeslot at the school.**

***As soon as you know that you do not need a school facility, please contact Rentals to cancel the date - 519-578-3660 extension 2356.***

***If after hours, call the Board's After Hours Service at 519-749-3869.***

We appreciate your cooperation.