



Waterloo Catholic District School Board  
Facility Services

480 Dutton Drive  
Waterloo, N2L 4C6  
Telephone: 578-3660 Ext. 2356 Fax: 884-6635

Attention Rentals

**REQUEST TO CHANGE AN EXISTING PERMIT**

PERMIT NUMBER # \_\_\_\_\_ CHANGE REQUESTED BY \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_ PROGRAM/GROUP \_\_\_\_\_

**CHANGE OF TIME**

NEW START TIME: \_\_\_\_\_ NEW FINISH TIME: \_\_\_\_\_

EFFECTIVE FROM (DATE): \_\_\_\_\_ To: \_\_\_\_\_

**CANCELLATION**

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**ADDITIONS**

DAY OF THE WEEK: \_\_\_\_\_ DATE(S): \_\_\_\_\_

START TIME: \_\_\_\_\_ AM/PM FINISH TIME: \_\_\_\_\_ AM/PM

ROOMS: \_\_\_\_\_

Office Use Only:

School Informed

Revised Contract