



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Note:

- Before completing this application, please visit www.wcdsb.ca to see if your group/activity already qualifies for fee reductions through the Community Use of Schools funding grant.
- This form is to be completed in full and forwarded to Facility Services–Community Use of Schools Department at least one month prior to the event/program.

EVENT DETAILS

Name of Organization Requesting Application

Name of Person Responsible for Program/Event

Event/Program Name

School Being Requested

Space Being Requested

Description of Program/Event:

Start Date of Event/Program

End Date of Event/Program

Time of Program/Event

Event/Program is for: WCDSB Students WCDSB Staff Community Other

FINANCIAL DETAILS

- Are fees being charged to participate? No Yes (please specify):
- Is anyone receiving remuneration? No Yes (please specify):
- Profits from event will go towards: School Other (please specify)

Signature of Applicant

Date



Office Use Only

Request Approved: Yes No

Insurance Coverage: Covered by WCDSB Covered by Organization

Fees:

- Admin/Permit Fee Waived Charged
- Room Rental Fees Waived Charged
- Custodial Fees Waived Charged

Disclaimer

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Board Partner Request. Questions regarding the collection of this information should be directed to Facility Services – Community Use of Schools.

To be Completed by: Community User Group

Description of Use: Copy: Attached to permit file (Retention: Submission Date +1 Year)