

13) How can I determine if the site is suitable for my group? TOP

The best way to determine if one of our sites is suitable for your group would be to arrange an appointment at the school in question to view the facilities. Walk-ins are not permitted. Please contact the school directly to arrange a viewing time.

14) What sports can I play in a permitted location? TOP

If there are any questions related to playing a specific sport, please get into contact with a member of the Permits Department.

15) What user category am I in? / How much will it cost to have my event at a school facility? TOP

There are multiple factors regarding the fees attached to booking a facility. These differences relate to the reason the facility is being used, if it is a youth non-for-profit organization, recreational group, adult group. Please contact staff if you have questions before submitting a permit.

The full chart of our fee schedule can be found on our website <https://www.dpcdsb.org/>.

16) Why do you need to know how many people will be at my permit? TOP

The reason there is a requirement to list the number of participants on any given permit is to:

17) Will I need liability insurance? TOP

You will need to provide Proof of Insurance with the minimum amount of \$2 million. The Dufferin-Peel Catholic District School Board must be added to the policy as an additional insured. Applicants without access to a liability insurance program may contact Instant Risk Coverage at <https://dpcdsb.instantriskcoverage.com/>, but are not obligated to do so. Certificates of Insurance must name the Dufferin-Peel Catholic District School Board as additional insured for a minimum two million dollars commercial general liability.

18) How do I make a payment? TOP

Payment can be made through Visa/Mastercard on your eBASE account and are scheduled automatically monthly or as determined by Staff for Special Events and Tournaments.

19) Do I need to have the permit form on me during the permit? What if I require another copy? TOP

Permit holders are responsible for retaining permits and insurance information. A copy of the processed permit must be always with the group while on school property. Either the applicant or the alternate contact named must be personally present and identifiable by valid photo identification acceptable to the Board or access to the school premises will be denied.

If another copy of a permit is needed, it can be printed through accessing the approved permits page in eBASE.

20) How do I change an already processed permit request? TOP

Once a permit is processed, any subsequent changes can be made by contacting one of the Permit Clerks. This can be done through phone or by selecting "Discuss" on the Pending permit and entering the required information in the box.

Each time a change is requested after a permit is processed; the change will be subject to a non-refundable administration fee.

21) How can I cancel a permit? TOP

Once a permit is processed, the cancellation will be subject to a non-refundable administration fee. All cancellations must be made a minimum of 48 hours prior to the start of the permit. Weekend events must be cancelled no later than Tuesday at 3:00 p.m. of the same week.

If the permit is not cancelled within the timelines given above, all charges will still apply to the permit. Additionally, you will receive a strike against your account if you did not show up to the permit.