



[Frequently Asked Questions](#)

1) How do I make permits in eBASE and what features does this system have? TOP

Click here to see our guide to find out more!

2) Do I really have to be 18 years of age or older to receive a permit? TOP

Yes. It is a mandatory requirement to be a minimum of 18 years of age to apply for a permit within the Dufferin-Peel Catholic District School Board.

3) How can I reserve a school facility? TOP

There are now multiple ways to reserve any school facility.

One option is to create a permit after signing up for an account on eBASE.

The other method would be to complete a Permit Request Form. These forms are available from: the Permits Department, the front reception desk at the Catholic Education Centre, the main office of any of our schools and on our website:

<https://dpcdsb.ebasefm.com/rentals/welcome>

The completed Application Form can be dropped off or mailed to:

Permits Department
5685 Keaton Crescent
Mississauga, Ontario, L5R 3H5

Additionally, the application form can be faxed directly to the attention of the Permits Department at 905-890-8001.

A minimum of 2 weeks is required to process an application.

4) Which schools are in a particular area? TOP

There are many different facilities available for use within the Dufferin-Peel Catholic District School Board. We have differentiated each city to have its own school boundary map. With this information, you can find the schools in the area you are looking for. Links to the school boundary maps can be found when adding bookings to your permit request.

Additional information can be found when logged in your eBASE account through the school catalogue.

5) Who has priority for booking school facilities? TOP

The school in question will have priority for school activities followed by Board program bookings. When not required, the space is available to the community. Priority will be given to existing permit holders. All new requests will be on a first come first serve basis according to available space.

If a booked space or the entire school is required for a school function, an existing permit will be cancelled. The permit holder will be given as much notice as possible. In emergencies, little or no advance notice may be given. The board also maintains the right to cancel any permit for any misuse of the facility.

6) When are school facilities available throughout the year? TOP

School facilities will be available during the school year, mid-September to the first Sunday in June, Monday to Friday from 6:00pm to 10:00pm in 2-hour blocks. Weekend use of school facilities are subject to availability.

School facilities are not available during:

- Statutory Holidays
- Evenings or weekends during the summer months
- The last two weeks of August
- The first two weeks of September
- Christmas Break
- March Break

7) Can we book evenings in the summer? TOP

Evening time slots are not available during the summer months.

8) Can I have back-to-back permits? TOP

Permits for back-to-back time slots will not be approved. This is due to facilitating a more open environment for all members of the community to use our school facilities.

9) Can I apply for a full year permit? TOP

No, we do not offer or approve permits which last a full year. Permits are only available from mid-September to June.

10) Will I receive a make-up day if my permit gets cancelled for any reason? TOP

If an approved permit is cancelled by the user, no make-up day will be granted. Any user cancelled permit, or day within a permit, will be lost.

If a permit must be cancelled due to a priority event, or weather-related condition(s), refunds will be issued for nightly fees, as no make-up day will be granted.

11) Are permits cancelled on P.A. days? TOP

Permits will still be active during school P.A. days. If any questions arise, feel free to contact us.

12) How would I know if a facility will be closed during an extreme weather day/extenuating circumstance? TOP

The best method to confirm if a school location would be closed due to any circumstance would be to check the Dufferin-Peel Catholic District School Board's:

- Main website
- Twitter

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.dpccsb.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:

- Allow the custodial staff know how many people will be at the location
- Insurance purposes
- Aligns with Fire Safety Codes/Security

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://dpccsb.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.

22) Who is responsible for location supervision? [TOP](#)

You are required to have a group leader on site to comply with the Board's requirements for the event. The group leader is responsible for the members of the group and their spectators while in the school building. If more than one room is required, an adult supervisor is to be assigned to that room.

Any adult supervisors should be listed in "Event Supervisors" on the Comments page when creating a permit.

23) What are the safety procedures? [TOP](#)

You are responsible to review the Board's fire/emergency plan before holding an activity at a school facility. A copy of the fire/emergency plan is available at the school.

24) Can our group use school equipment? [TOP](#)

In terms of equipment, no school equipment of any kind will be made available to any group without prior consent of the Permit Officer. Additionally, only Board employees may adjust, move, or operate any equipment on the premises.

The Board will also not store any equipment or supplies owned by any permit groups and shall not be held liable for damages or the loss of any non-Board equipment or supplies.

25) What are the parking regulations? [TOP](#)

Fire routes and pedestrian walkways are to be kept clear at all times. Vehicles can only be parked in parking lots, not on playing fields or grass. You are responsible for advising participants and spectators that school parking is limited. The Board is not responsible for any vehicles illegally parked.

26) Do you provide permits for schools within the Conseil scolaire Viamonde? [TOP](#)

We are not affiliated with the Conseil scolaire Viamonde. Therefore, we do not have any involvement with their permit system.