

PERMIT TERMS AND CONDITIONS

Permit Holder and Group Responsibilities

- The person responsible or the alternate contact person listed on the permit must be personally present and identifiable by valid photo identification acceptable to the Board or access to the school premises will be denied.
- All members of a permit group are to remain in the designated/assigned areas and not to wander around the school. Group participants are not to play with balls in the hallways.
- Groups are required to ensure that the number of people involved in the facility for the permit matches the attendance number listed on the permit. Numbers above the listed number is a violation to the contract.
- Parents and siblings are not allowed to remain in the building during the permit time. Parents are required to walk their child to the doors and ensure they enter the building safely and then return at the end of the permit time to pick up their child.
- The permit holder should inspect the permit area prior to use and shall report any damage to school property or facilities immediately to the custodian if onsite and notify the Permits Department the next business day in writing.
- The person(s) responsible (as indicated on the permit) shall be responsible for the conduct and supervision of all persons under their charge and are financially responsible for all damage done to school property.
- All outer doors are to remain closed at all times. Groups are not to prop open outer doors for any reason. One member of the permit group is to be assigned at the designated doors to open the doors for late arrivals.
- Groups are to throw out all cups, bottles and other trash in the garbage can.
- The group must always have a copy of their permit with them while in the facility.
- Enhanced security measures (typically Paid-Duty Police) may be required for special events. Arrangements are to be made by the permit applicant upon request from the Permit Unit. The large attendance numbers may require additional staffing fees.

Sport Activity Restrictions & Permitted Equipment

- Groups are to provide their own equipment. Only volleyball/badminton posts will be provided by the school if prearranged in advance. All other equipment is to be provided by permit groups. Groups must provide their own nets, balls, racquets, and other sporting equipment.
- There will be no storage of group equipment provided by the facility. Permit holders must remove their equipment after each rental.
- No school equipment will be used unless it is indicated on the permit form.

- All tables, chairs and other equipment brought into the facility by the rental group shall be removed promptly after the permit activity.
- Cricket, lacrosse, contact sports, football, and rugby are prohibited in school gymnasiums. The use of roller blades or roller skates is prohibited.
- Baseball is permitted only for physical strength and conditioning training. The use of baseball equipment such as aluminum or wood bats for batting practice, hard balls, and pitching machines are not permitted. Indoor baseball training for throwing and catching may be permitted with the use of a Wiffle ball, Wiffle ball bat, and soft indoor sponge balls.
- Floor hockey sticks must be made of plastic and wood shafts and not composite material. All floor hockey stick blades must be made of plastic. Ringette sticks require a plastic tip. Only non-marking soft indoor hockey balls and rubber ringette rings are permitted. Permit Holders must provide their own nets for playing floor hockey and ringette.
- Soccer is only permitted with approved indoor soccer balls or FUTSAL soccer balls. Permit Holders must provide their own nets for playing indoor soccer.
- Dunking and hanging off basketball net rims is prohibited.
- School floors must be kept free of tape or any adhesive like substances.

Permit Exclusions, Changes, and Cancellations

- Permit holders are required to make note of all cancellations and holidays and inform their members of the dates.
- Administration Fees are Non-Refundable once the permit has applied for and any subsequent changes or cancellations are subject to a 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 Tuesdays at 3:00 p.m. of the same week.**
- Permit holders are to keep track of their permits and insurance information. Duplicate copies of rental documents will only be provided by the Permits Department with an admin fee.
- Permits are not transferable and under no circumstances shall the permit holder sublet the use of a facility.

Activities Not Approved

- Any form of gambling which is contrary to Municipal, Provincial or Federal laws.
- The Dufferin-Peel Catholic District School Board is a Smoke-Free Environment and therefore no smoking/vaping will be allowed on school property which includes the parking lot.
- The sale or service of alcohol and consumption of alcohol is strictly prohibited.
- With the exception of service animals, no animals are permitted onsite.
- Any use of fireworks, pyrotechnics, open flames, fog machines, bouncy castles, and inflatables amusements are strictly prohibited.
- Any form of advertising, on behalf of non-school groups, on the exterior of buildings or on school property is not permitted. If a Permit Holder would like to advertise their event or provide information to schools for distribution it must be submitted in advance to the General Manager - Communications & Community Relations. Please contact the Permits Department for details.