

# HWDSB



## Top 10 things to remember about Community Use of Schools Permits: *(For Permit Holders)*

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1. Complete your HWDSB Community Use of Schools Booking Check In Attestation form. (Form provided to organization through eBase at each booking date).
2. Doors will remain locked at all times. Do not prop open doors. If you have participants who will be arriving late to your event, it is your responsibility to meet them at the door and let them in.
3. Meet with the caretaker as you enter the building.
  - a. Fill out the Facility Inspection Report – be sure to sign it.
  - b. Find out where the caretaker will be or how you can contact them if you need them during your permit time.
  - c. Review the emergency evacuation route.
4. Ensure that the permit holder or the event supervisor listed on the permit is in attendance, as participants will not be allowed into the space until the person listed on the permit has arrived.
5. Please be sure that you and all your participants have left the facility by the end of your permit time.
  - a. As you exit, review the spaces you occupied with the caretaker and sign the Facility Inspection Report.
6. Report issues through the Facility Inspection Report or the Discussion Page of the online rental program.
7. Do not enter spaces not listed on your permit (washrooms closest to your permitted area and corridors required to enter and access the spaces are included in your permit).
8. Your permits are not transferable or permitted to be subleased. Do not allow another group access to your space. This behaviour may jeopardize current and future permit requests.
9. Do not place items in the hallways or foyers. This is a violation of the fire code.
10. There is no access to the gym storage rooms and equipment and no storage available at the school for a permit holder's equipment.