



**ACCESSIBILITY:**

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

Note:

- In order to ensure the Waterloo Catholic District School Board (WCDSB) is able to support groups that most require subsidized rental rates, please complete this form and return.
- Your application will be reviewed to determine whether your group/organization qualifies for the subsidized rates under the Ministry of Education’s Community Use of Schools Program.
- Should your application be unsuccessful, you may apply to use school facilities under the ‘Community/Business/ Private Use’ category.

\_\_\_\_\_  
Name of Organization/Group

\_\_\_\_\_  
Address of Organization/Group

\_\_\_\_\_  
Website Address of Organization/Group

\_\_\_\_\_  
Contact Person for Organization/Group

\_\_\_\_\_  
Address of Contact Person

\_\_\_\_\_  
Phone Number of Contact Person

\_\_\_\_\_  
Email Address for Contact Person

If ANYONE receives remuneration, please provide details (referees, coaches, board members, paid staff, etc.):

In order to verify our Not For Profit Status, we have provided ONE of the following:

- A registered charitable organization number \_\_\_\_\_
- If incorporated, a copy of ‘Letters Patent’ (Documentation attached.)
- If neither of the above apply, a financial statement or budget showing expected revenue and expenditures
  - Must include the signature of two group members that can confirm your group’s status as a not-for-profit organization. (Documentation attached.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**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 Community Use of Schools Program. Questions regarding the collection of this information should be directed to the Community Use of Schools Officer.

**To be Completed by:** Community User  
**Description of Use:** Copy: Attached to permit file (Retention: Submission Date +1 Year)