

## Frequently Asked Questions

### **1) How do I make permits in eBASE and what features does this system have? [TOP](#)**

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Click here to see our guide to find out more and watch the video:

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

### **2) Do I really have to be 18 years of age or older to receive a permit? [TOP](#)**

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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](#)**

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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](#)**

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**5) Who has priority for booking school facilities? [TOP](#)**

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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](#)**

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- Twitter
- Permits page



