

## REFUND'S, NO SHOW'S, AND CANCELLATIONS THAMES VALLEY DISTRICT SCHOOL BOARD (TVDSB)

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### Permit/Administration Fee

There is a non-refundable permit fee of 25.00 plus HST with each approved permit application. An additional permit fee will apply for seasonal/continuous permits exceeding two nights a week per facility.

### Cancellations/Revisions

Cancellations and any permit revisions should be made through the online permit discussion. Block bookings are not permitted and will result in account termination.

- a. **Permit revisions/changes** on approved permits are subject to a 25.00 fee plus HST per occurrence (unless the change is due to a TVDSB displacement). No rental or custodial refunds will be issued for unused permitted hours after a scheduled event.
- b. **Periodic date cancellation** within a multi-date approved permit, require a minimum of one week's notice and no cancellation fees will apply. Cancellations with less than one week's notice (5 business days) will be considered a no show. (See costs below).
- c. **Approved permit cancellations** are subject to a \$25.00 fee plus HST. Facility rental refunds will be issued if the balance of the cancelled permit is valued at more than \$50.00 otherwise a credit will be applied to the account.

### No Shows

Groups that fail to cancel a date without prior notice will be charged a No Show Fee of \$25.00 plus HST.

- a. **First No Show;** you will receive notice as a reminder to cancel dates you are not using. A No Show charge plus custodial costs, if applicable, will be applied to your account.
- b. **Second No Show;** you will be warned that another No Show will result in cancellation of your permit. A No Show charge, plus custodial costs, if applicable, will be applied to your account.
- c. **Third No Show;** your permit will be cancelled for the remainder of the year. There will be a No Show charge plus custodial costs, if applicable, applied to your account.

### Inclement Weather and Strikes

All use of schools by outside user groups shall be automatically cancelled when schools are closed due to inclement weather, strikes, or any other causes beyond the control of the Board. Normal fees will not apply. Please visit the urgent news area on the TVDSB home page for information pertaining to school closures.

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