

Permitted non-use Reporting

This form is used to allow self- reporting for instances of permitted non-use. Please see below for the reporting criteria as per the Facility Allocation Policy.

To facilitate compliance with the Facility Allocation Policy, the City has implemented the following procedures:

In the event a group will not be utilizing a permitted facility ("no show"), and where this is known in advance, the permit holder is required to complete the form found at vaughan.ca/facilityrentals and submit this to the City at least 2 weeks in advance of the expected date of no show.

In the event a group is not able to utilize a permitted facility ("no show"), but where this is due to an extenuating immediate circumstance (i.e., sickness or inclement weather), the permit holder is required to complete the form found at vaughan.ca/facilityrentals and submit this to the City within 24 hours following the date of no show.

Client Information

First Name: _____ Last Name: _____

Company/Organization Name (if applicable): _____

Position: _____ Phone #: _____ Email: _____

Facility Contract

Facility Contract #: _____ Date of permitted non-use: _____

Location/Facility: _____ Time: _____

Reasoning for non-use:*

*please provide any additional supporting documents where applicable

Upon completion of this form, please submit via email to RecCSD@vaughan.ca.
Completion and submission of this form does not guarantee refunded facility fees. Cancellation and refund policies apply as per City of Vaughan **Rental Contract Conditions & Regulations**.