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**DATE:** December 13, 2019

**TO:** Peel District School Board Permit Holders

**COPY:** General Manager, Facility Services

**RE:** **New Online Booking Software**

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During 2020 the Peel District School Board is moving to a new software for Community User Groups to request bookings for school spaces - eBase (ie: gymnasiums, classrooms, libraries etc.).

In order for us to get ready for the launch User Groups will be required to log in to our Community Use of School Facilities website and create a user profile at the following location:  
[pdsb.ebasefm.com/rentals](https://pdsb.ebasefm.com/rentals)

This User Group profile will provide the necessary contact information to set up your user group. Please provide as much contact information as you have available. All future notifications will be sent out using the contact email address provided in your User Group profile.

After your User Group profile has been completed, it will be reviewed for approval by the Rentals Department. You will receive an email back notifying approval of your request or if any additional information is required. Do not submit permit requests at this time. Please wait for further instruction on when you can submit permit requests. Anyone who does submit permit requests early will be cancelled and not processed.

When your User Group profile has been approved by the Board and when directed you will be able to request space in our schools. You will be able to view all schools within the school board and the different types of spaces available at each school. If a space is not listed when booking please contact the Rentals Department as we work on ensuring all spaces are entered into the new software. Please wait for further instruction for submitting permits in the new software. Again any permits submitted prior to the acceptance date will be cancelled and not processed.

All requests for booking of school space will be received by the Rentals Assistants for processing. User Groups will be notified in the same manner if the request has not been approved.

When setting up your account a credit card is a mandatory part of the registration process and your credit card will be billed monthly in advance. There is no charge to register but a valid card must be entered into your profile or your User Group will not be activated.

The registration is pretty straight forward but if required every screen has been populated with a "Help Screen" to assist you in navigating through the online permit process.

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Please wait for further instruction from me in the New Year on when you can submit your permit requests for the 2020/2021 School Year. Any permit requests submitted early will be cancelled and not processed.

If you have any additional questions or concerns please do not hesitate to contact me or any member of the Rentals Team. For General Inquiries please email [rentals@peelsb.com](mailto:rentals@peelsb.com)

Kelly O'Boyle	- Manager Facilities Rental Services	ext. 2059
Jason Payne	- Community Use of Schools Outreach Coordinator	ext. 2068
Kulvinder Mehta	- Liaison Officer	ext. 2632
Mary Cook	- Rentals Office Assistant	ext. 2062
Isabelle Kowalski	- Rentals Office Assistant	ext. 2681
Sue Poremski	- Rentals Office Assistant	ext. 2052
Eleanor Rodrigues	- Rentals Office Assistant	ext. 2684

Thank You

