

Process for booking TDSB facilities:

1. Choose your school, including a second and third choice:

Map of Community Use schools:

http://www.tdsb.on.ca/wwwdocuments/about_us/permits/docs/200708_schools_availability_for_Community_Use.pdf

Fee Schedule:

http://www.tdsb.on.ca/wwwdocuments/about_us/permits/docs/Permit_Fee_Schedule.pdf

2. Search for facility availability:

<http://ipermits.tdsb.on.ca/iPermits/Facilities/FacilitiesSearchWherePage.asp?SCheck=364672964&SDT=40577.4603819444&WizardPageSequence=1&SearchFor=A&PrevPage=Wizard>

Nura Aman - 416 395 4831 - Schools in North East and North West quadrants - Below the 401

Mona Khan - 416 395 4832 - Schools in East & North West quadrants - Above the 401

Salin John - 416 395 4830 - Schools in South West quadrant

Jamila Kyari - 416 395 4833 - Schools in South East quadrant

3. **Request a Certificate of Insurance from TI:** (3 days)

Liability Insurance: send email to financequestions@toastmasters.org with the following information:

For events please provide:

Name and date of event

Name of the event location

Address of the event location

Contact person's name at the event location

Phone and fax number of the contact person

Contact person's e-mail

