

Key Card Access Form: Rental Permit Holders

Grand Erie District School Board
 349 Erie Avenue, Brantford, Ontario, N3T 5V3
 (519) 756-3601
 www.granderie.ca



The Grand Erie District School Board recognizes that certain groups and events requesting use of school facilities are identified as low risk. Responsible permit holders will be issued electronic access cards and an access code, if necessary for the period stated on their permit.

Permit Holders who are granted electronic access must complete the form below and provide a refundable deposit of \$20.00. The signatory is responsible for opening and closing the school and for ensuring adequate security is in place during the event/permit.

The Board reserves the right to refuse future requests for electronic access if sufficient security is not provided, if the building is left unsecured, if damage to or theft of Board property occurs. Future permits will require the group to obtain security service at the permit holder's expense.

Electronic Access Keys and access codes must be returned to the Board's Facility Services following the event. Permit Holders who do not return their electronic access cards and access codes within one (1) month will lose their deposit.

Please consult the Board's Building and Security Access Procedure FT116 located on the Board's website.

If you require additional information or clarification, please contact Facility Services:
 349 Erie Avenue, Brantford, Ontario. (519) 756-6301 or toll free 1-888-548-8878

Permit Number:			
Date(s):		Site(s):	
Name:			
Organization:			Contact Number:
Address:			Alternative #:
City, Pro			

For internal use only:

Key #:	
Deposit:	
Name (Print):	
Signature:	
Date Returned:	
Refund:	
Name (Print):	
Signature:	