Conseil des
écoles publiques
de l'Est de l'Ontario

COMMUNITY USE OF SCHOOLS (CUS)

CEPEO Rental Office • Service des immobilisations
2445 St-Laurent Boulevard, Ottawa, Ontario K1G 6C3

eBASE User Guide
for clients

Conseil des
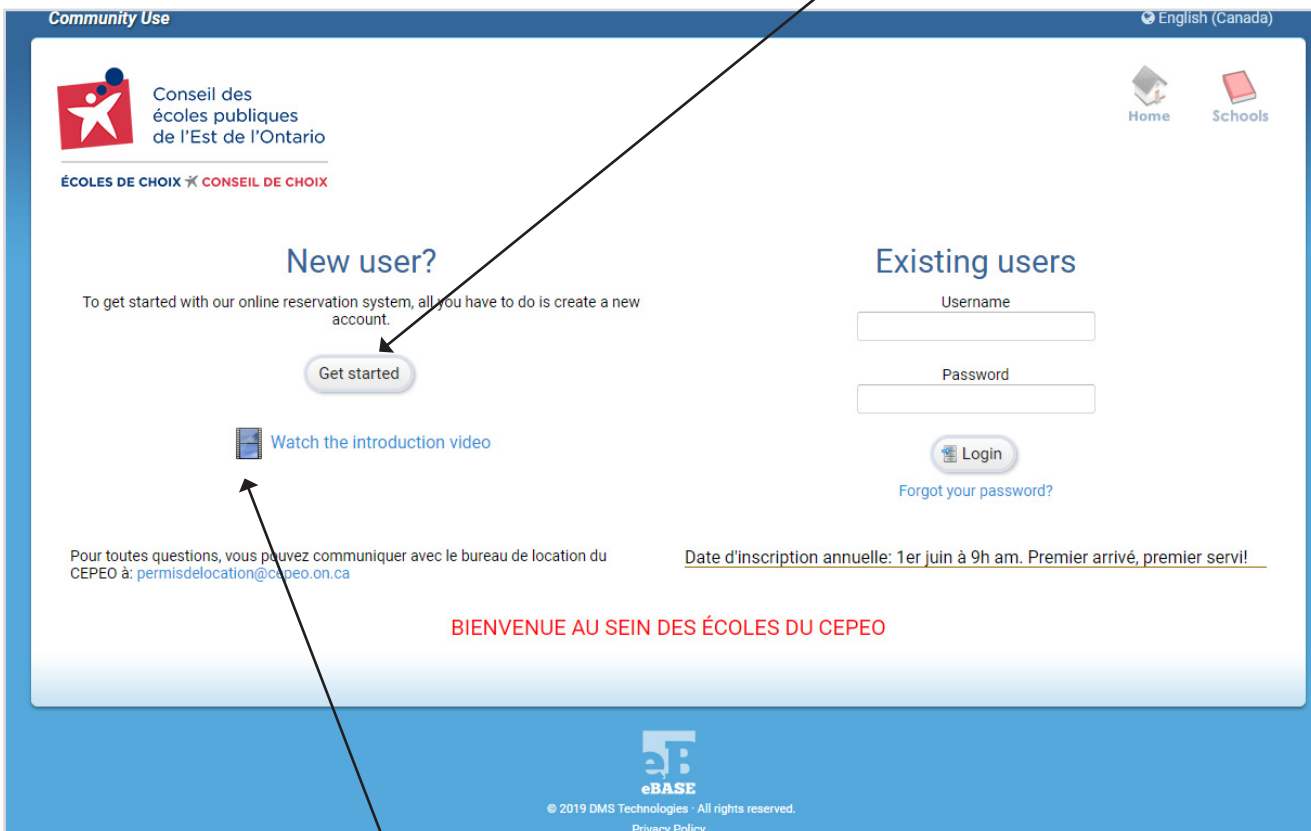écoles publiques
de l'Est de l'Ontario

TABLE OF CONTENTS

The « Conseil des écoles publiques de l'Est de l'Ontario (CEPEO) » uses the online platform **eBASE** for requests to rent its school facilities. You can go to the CEPEO website: https://cepeo.on.ca/ under the heading « *Services / Community services / Access to school facilities* » to familiarize yourself with the important documents.

Here is the link to enter the client portal: https://cepeo.ebasefm.com/rentals/welcome

1. CLIENT PORTAL

1.1 Creating a new account

Click on « Get started » to create a new account

Watch the introduction video

*** *The home page contains important information at CEPEO.*

Conseil des
écoles publiques
de l'Est de l'Ontario

Read the registration process in five (5) steps.

Click on "Register" to create your account.

1.2 Registration Process

Two (2) registration options

Registration as an individual (no organization)
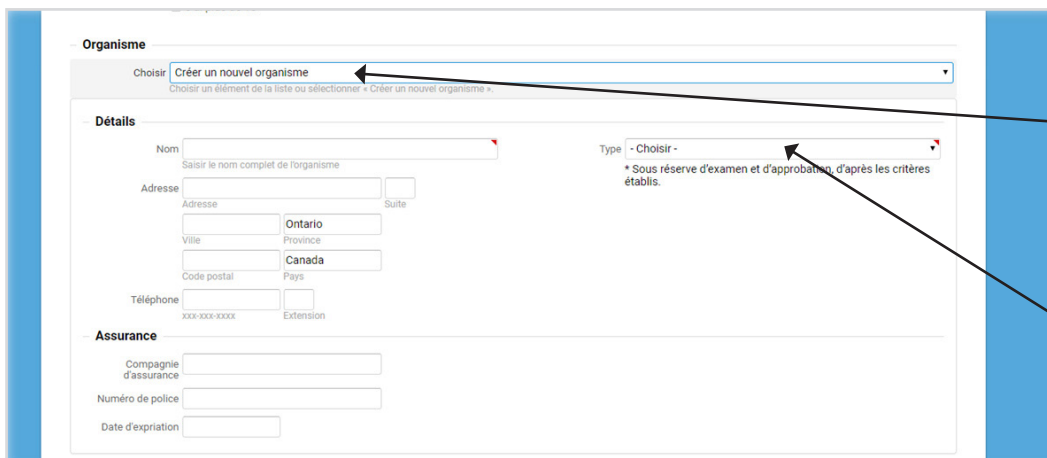
This section is for individuals only, fill in the boxes: name, age and contact information.

*** Leave the "Organization" section empty.

REGISTRATION AS AN ORGANIZATION
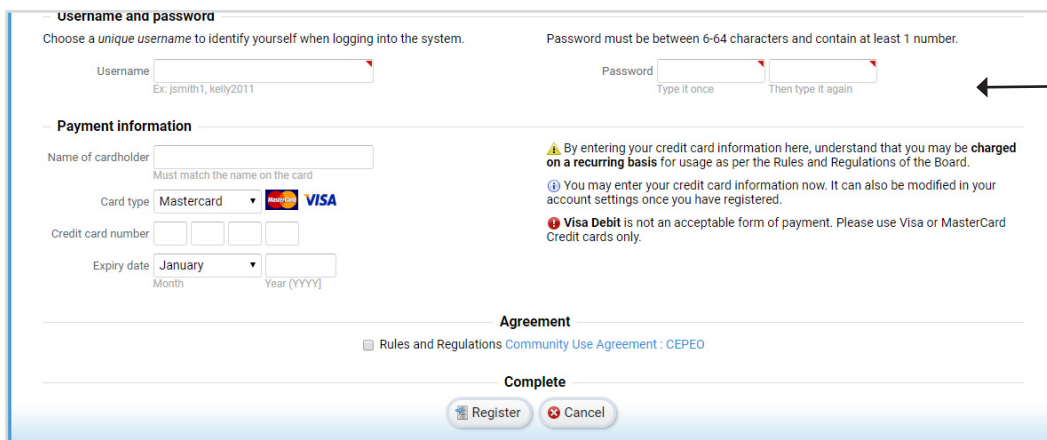
Complete "Create a new organization" and contact information.

The CEPEO rental office will contact you by email to validate your organization's category.

*** Non-profit organizations must prove their status by providing official documents to the CEPEO rental office.*

1.3 Creating a username and password

Create an easy to remember username and password.

1.4 Payment terms and conditions

The CEPEO accepts two methods of payment : pre-authorized debit or credit card (Mastercard and Visa).

Payment information

Name of cardholder

Must match the name on the card

Card type Mastercard ▼   Mastercard VISA

Credit card number

Expiry date January ▼
Month   *Year (YYYY)*

⚠ By entering your credit card information here, understand that you may be **charged on a recurring basis** for usage as per the Rules and Regulations of the Board.

ⓘ You may enter your credit card information now. It can also be modified in your account settings once you have registered.

🔴 **Visa Debit** is not an acceptable form of payment. Please use Visa or MasterCard Credit cards only.

Agreement

☐ Rules and Regulations Community Use Agreement : CEPEO

Complete

🖹 Register   ❌ Cancel

Enter your credit card information (withdrawal at the end of each month).

1.5 Agreement of directives and regulations

It is important to share this agreement with all your participants.

Nom d'utilisateur et mot de passe

Choisissez un *nom d'utilisateur unique* pour vous identifier lorsque vous vous connectez au système.

Nom d'utilisateur

Ex: jsmith1, kelly2011

Le mot de passe doit comprendre de 6 à 64 caractères et contenir au moins un chiffre.

Mot de passe

Saisissez-le une seule fois Saisissez-le donc de nouveau.

Renseignements sur le paiement

Nom du titulaire de la carte

Doit correspondre au nom figurant sur la carte

Type de carte MasterCard ▼   Mastercard VISA

Numéro de carte de crédit

Date d'expiration janvier ▼
Mois   *Année (YYYY)*

⚠ En saisissant ici les données de votre carte de crédit, vous devez comprendre que des **frais d'utilisation vous seront peut-être facturés régulièrement**, conformément aux règles et règlements du Conseil.

ⓘ Vous pouvez maintenant saisir les données de votre carte de crédit. Vous pourrez également les modifier dans les paramètres de votre compte lorsque vous serez inscrit.

🔴 **La carte de débit Visa** n'est pas un mode de paiement acceptable. Veuillez n'utiliser que les cartes de crédit Visa ou MasterCard.

Entente

☐ Politique des règlements EBASE Community Use Agreement

Terminer

🖹 S'inscrire   ❌ Annuler

Check the box provided to indicate that you have read and understood the document.

To finish, click on « Register ».

1.6. Confirmation de courriel

By clicking on "Continue", you will receive an email to validate your email address. The rental office will evaluate your account application. You will then receive an email inviting you to login to create your permit.

2. CREATING A PERMIT

2.1 Login
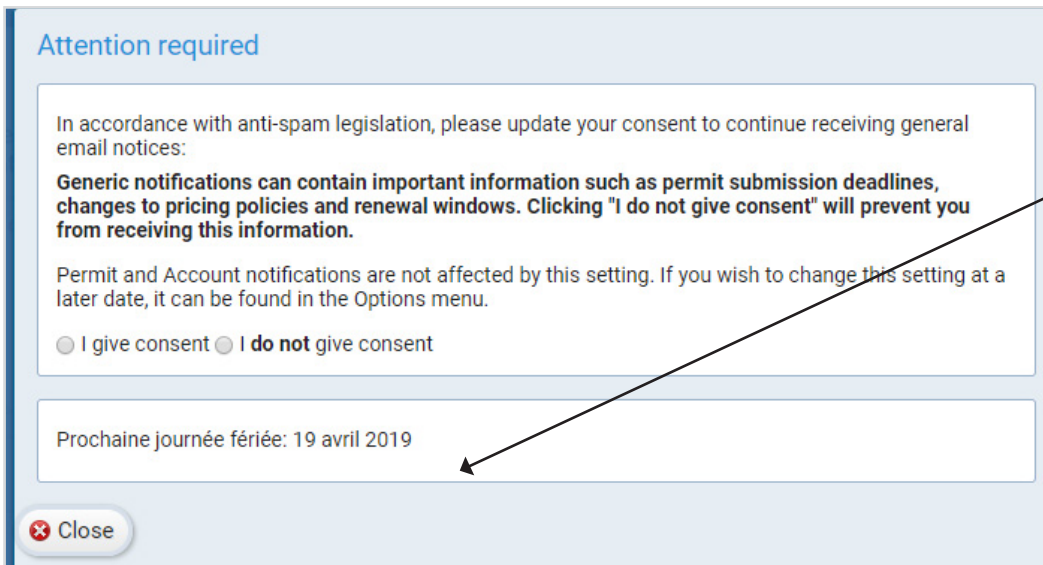
Enter your username and password (1.4).

Then click on « Login ».

The "Schools" icon will be changed to "Catalogue" and you will also have a new icon called "Files" that will contain all CEPEO rental documents.

2.2 Automatic emails (approval)
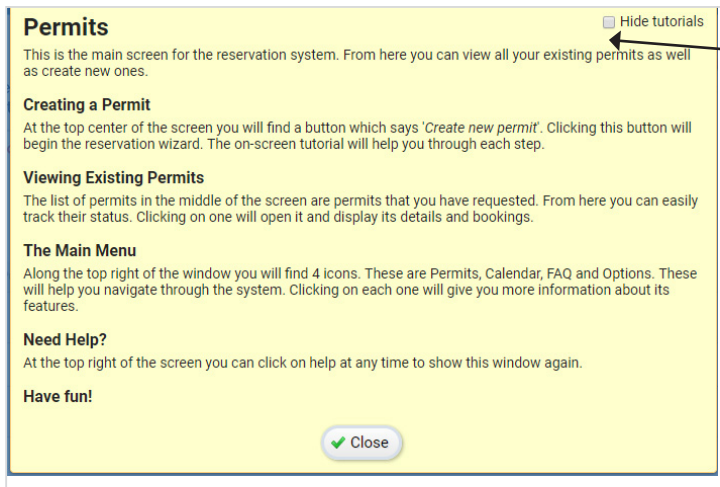
As soon as you connect for the first time, this message will be displayed. Click on "I give consent" to receive automatic emails from the platform.

This message only appears when you first log in the day. It comes from the CEPEO rental office as reminders.

2.3 Help messages

Messages like this one will pop up at each step of your rental request. The window explains the content of the selected page.

Hide all messages by clicking on this box.

2.4 Main page (5 sections)

This page is central to the production of your rental permits. Your navigation bar is on your right with 5 different sections.

The **"PERMITS"** section allows you to return to this page automatically and view the list of permits.

The **"CALENDAR"** section gives you an overview of your permit applications. Several ways to view the calendar are available to you per week, per month, per program, per school or per room with the filter. Public holidays are indicated in orange.

Read the messages from the rental office.

The **"SCHOOL"** section allows you to view the list of schools in the « Conseil des écoles publiques de l'Est de l'Ontario ».
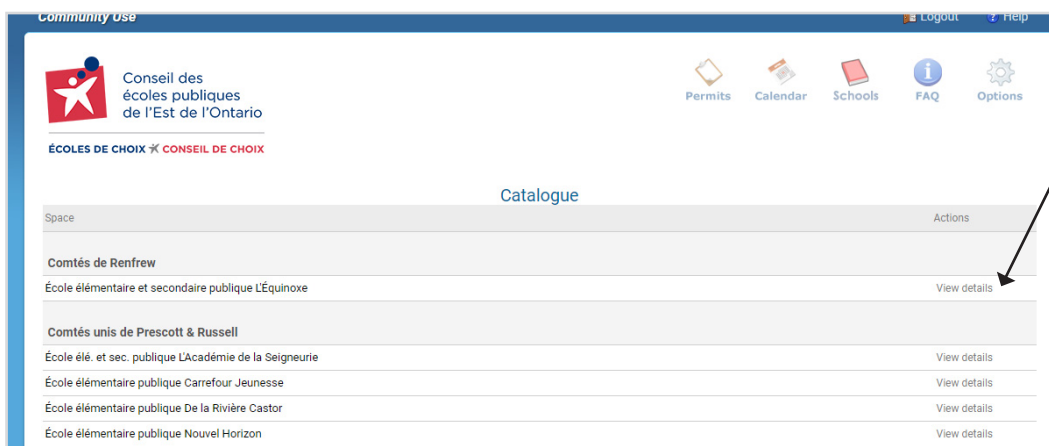
Click on "View details" to view the information of a school.

Catalogue

⬅ Back

Preview
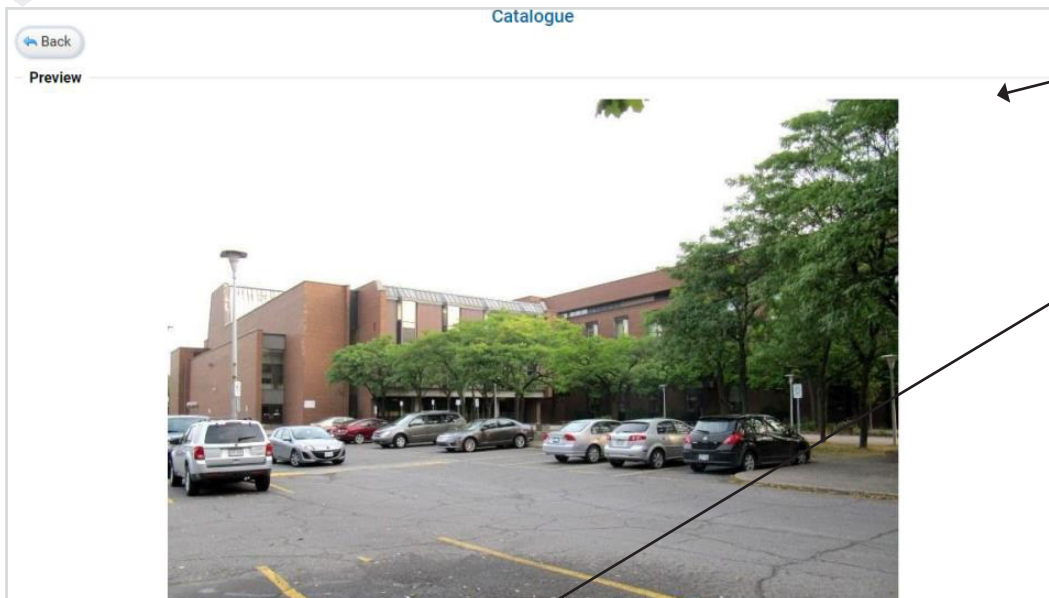
You can see a picture of the school.

Facility

Name École secondaire publique De La Salle

Address 501, ancienne rue St-Patrick
Num. and Street

Ottawa   Ontario
City   Province

K1N 8R3
Postal / Zip code

You can see the school's address.

A map shows the location of the school.

Spaces

Space	Actions
Bibliothèque	
Bibliothèque	View details
Cafétéria	
Cafétéria #105	View details
Classe	
Salle de classe #115	View details

You can also see the available spaces.

Preview

1 of 1
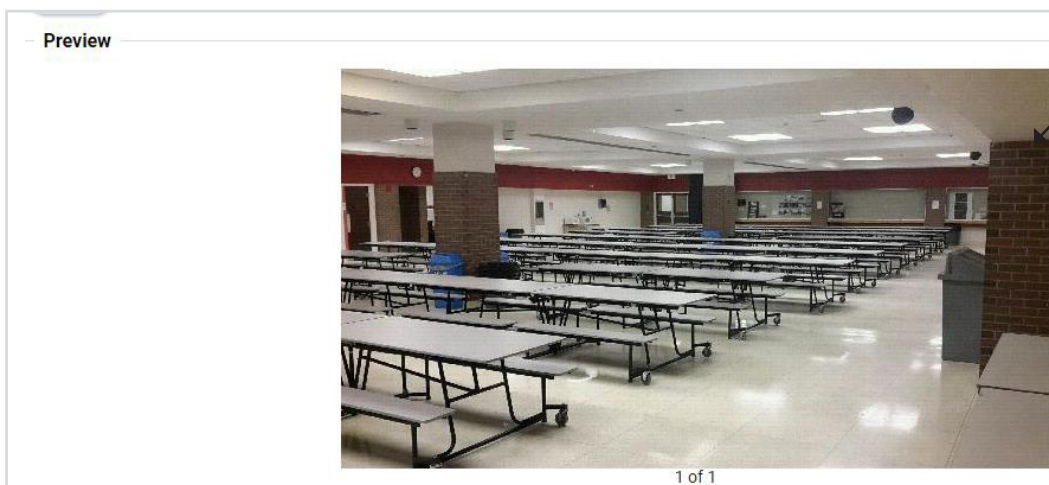
Pictures may be available as well as a short description.

The **"FAQ"** section allows you to view the Frequently Asked Questions.
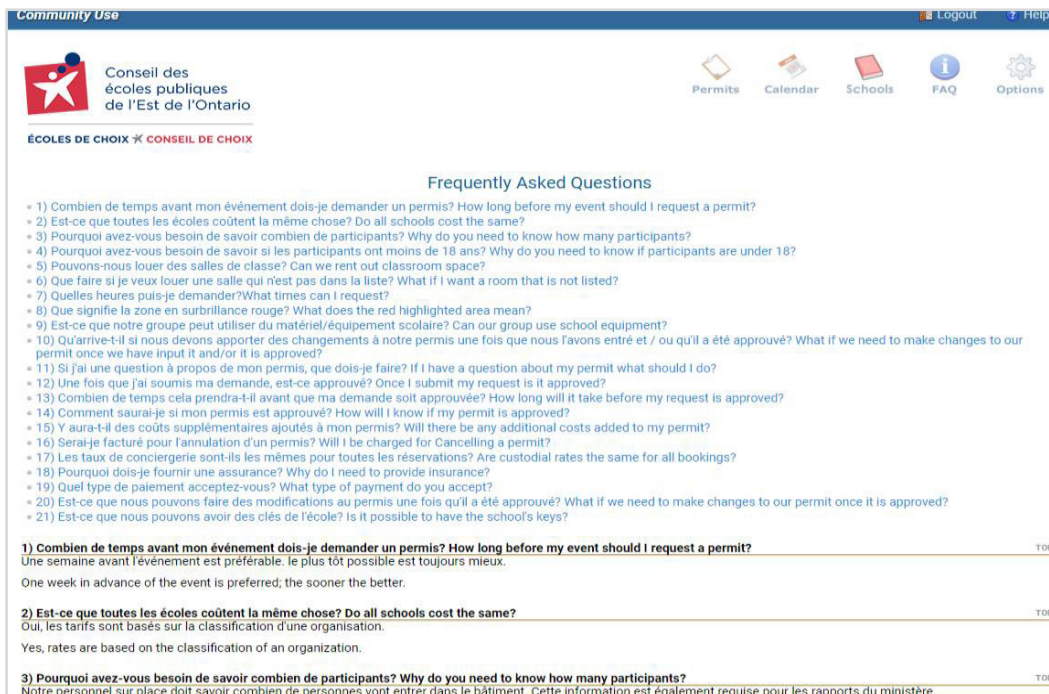
The **"OPTIONS"** section allows you to view or modify your account using the five (5) tabs at the top of the screen.
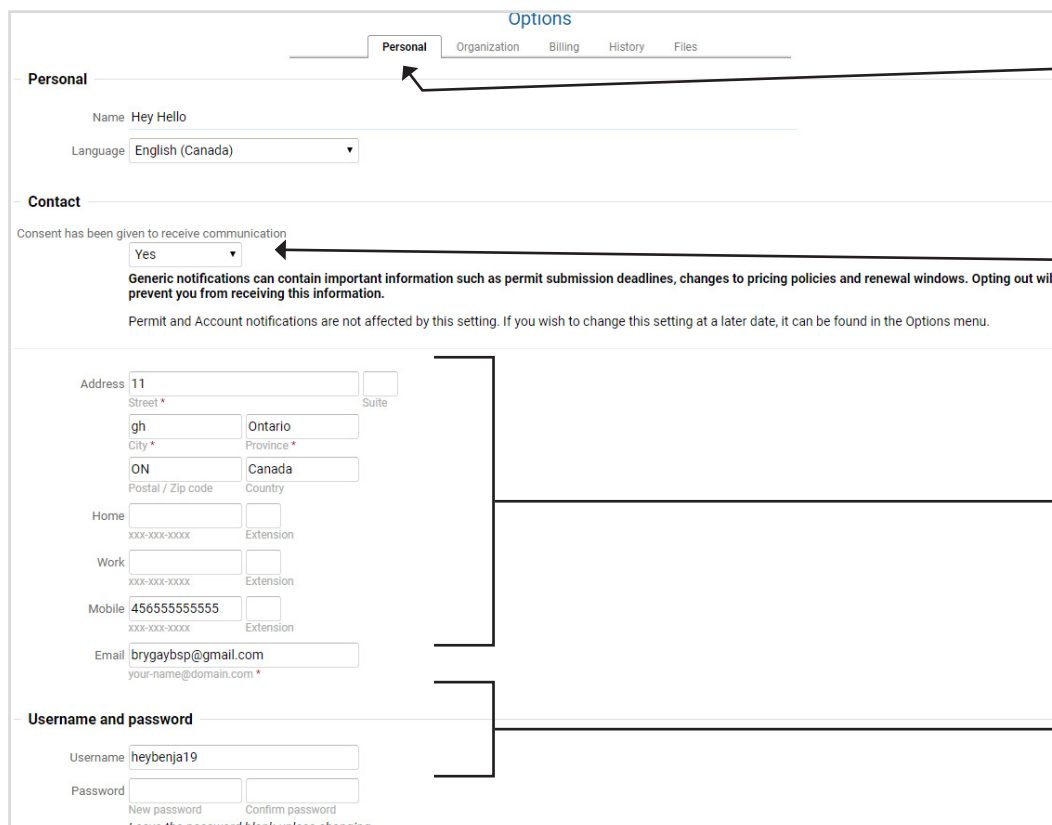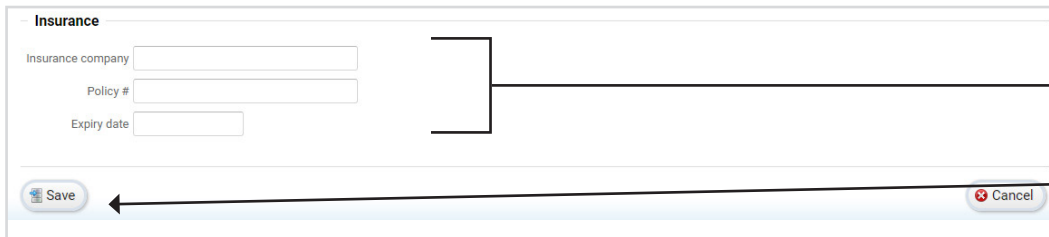
The "personal" tab allows you to modify or add your information.

Allows you to receive messages related to your permits.

Change of personal address.
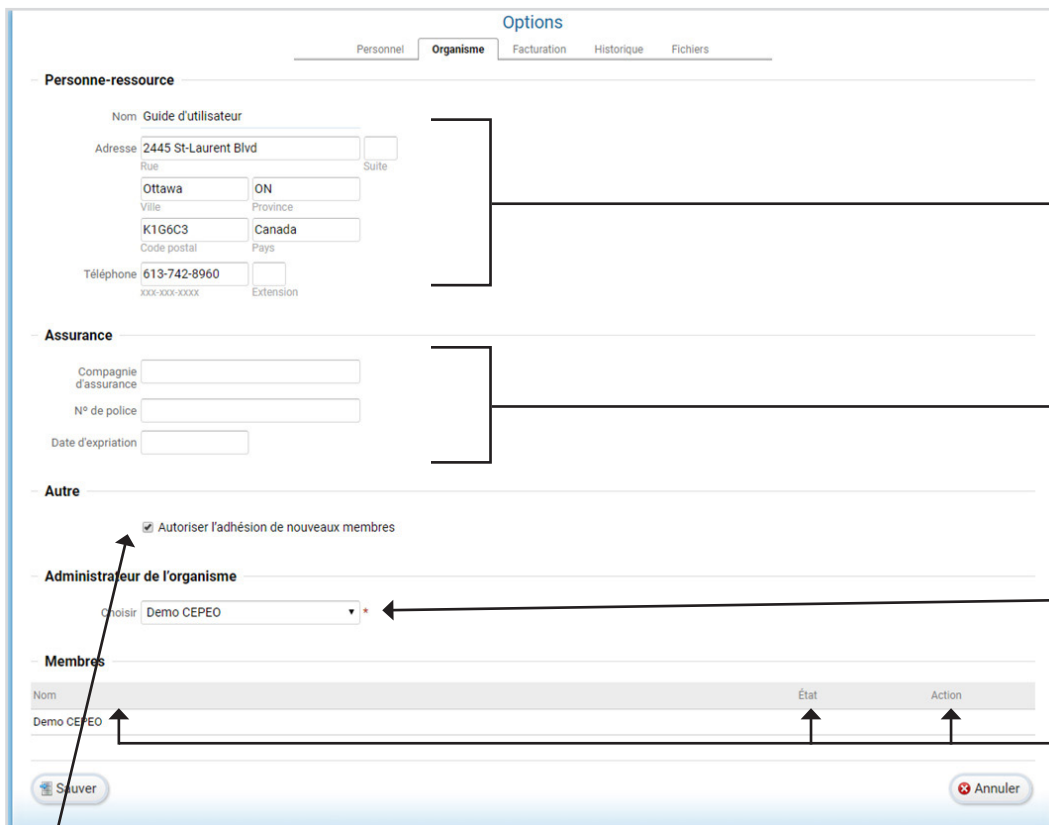
Change of the username and password.

Insurance

Insurance company

Policy #

Expiry date

Save   Cancel

Change of liability insurance information.

*** Don't forget to save the changes using this button.

The **"ORGANIZATION"** tab allows you to modify the information related to your organization.

Options

Personnel | **Organisme** | Facturation | Historique | Fichiers

Personne-ressource

Nom Guide d'utilisateur

Adresse 2445 St-Laurent Blvd
Rue   Suite

Ottawa   ON
Ville   Province

K1G6C3   Canada
Code postal   Pays

Téléphone 613-742-8960
xxx-xxx-xxxx   Extension

Assurance

Compagnie d'assurance

N° de police

Date d'expiration

Autre

☑ Autoriser l'adhésion de nouveaux membres

Administrateur de l'organisme

Choisir Demo CEPEO   *

Membres

Nom   État   Action

Demo CEPEO

Sauver   Annuler

Change of organization address and telephone number.

Change of liability insurance information.

Put the contact person in your organization.

View the people who can create a permit for an organization.

If you would like others to join your organization to create permits, check this box. An approval email will be sent to you when someone requests to join your organization. You will be able to approve or refuse.

Without an organization

Contact

Name Hey

Address _____ ___

Street Suite

___ Ontario

City Province

Canada

Postal / Zip code Country

Phone _____ ___

xxx-xxx-xxxx Extension

Insurance

Insurance company _____

Policy # _____

Expiry date _____

You do not have to complete this section if you are not part of an organization.

The **"BILLING"** tab allows you to see the rental payment account.

Options

Personal   Organization   **Billing**   History   Files

Current account balance

Amount $-1,919.00

☐ Send monthly statement email

Credit card

➕ Add a new card

Upcoming charges

May 2019 $2,305.20

Jun 2019 $3,842.00

Jul 2019 $3,073.60

Aug 2019 $768.40

Total $9,989.20

Statements

for 2019 ▾

Month ending	Charges	Credits	Balance
Jan 31	$ 0.00	$ 0.00	$ 0.00
Feb 28	$ 0.00	$ 0.00	$ 0.00
Mar 31	$ 0.00	$ 0.00	$ 0.00

Upcoming payments per month

Add a credit card to your file if you did not do so when you registered.

Review previous statements.

Copy of monthly statements

The current balance for all current permits for days used ONLY.

Options

Personal   Organization   **Billing**   History   Files

Current account balance

Amount $16.95

☐ Send monthly statement email

Credit card

Demo CEPEO

Name

Visa

Type

41** **** **** 1111   Mar 2020 (03/20)

Number   Expiry date

✏ Edit   ✖ Remove

Upcoming charges

May 2019 $0.00

Total $0.00

Already with a credit card, click on "Edit" to change the information.

EBASE USER GUIDE FOR CLIENTS
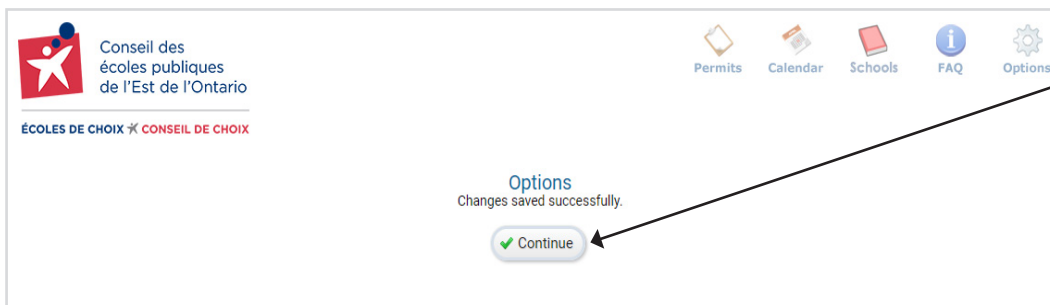
By saving, you will receive this message. Click on « Continue ».

The **"HISTORY"** tab allows you to view the complete billing of your account.

This is the amount that has been debited or credited.

Date of the transaction

If it is a debit or credit.

The description for the debit or credit.

The **"FILES"** tab is reserved for all documents (e.g. insurance, liquor license, special license, etc.).
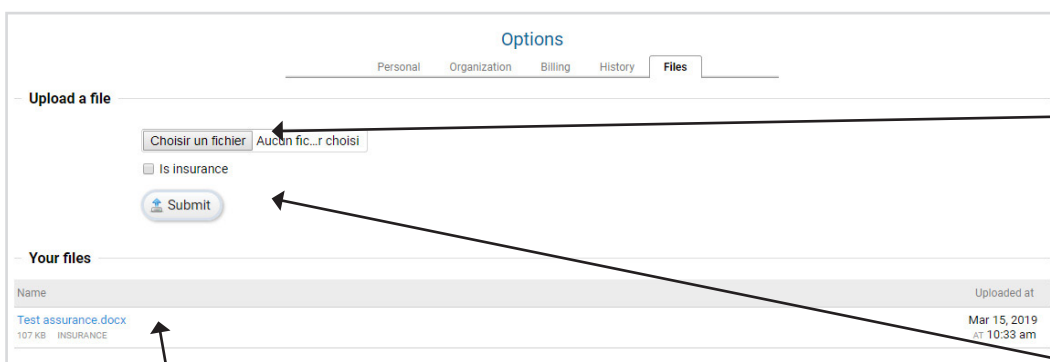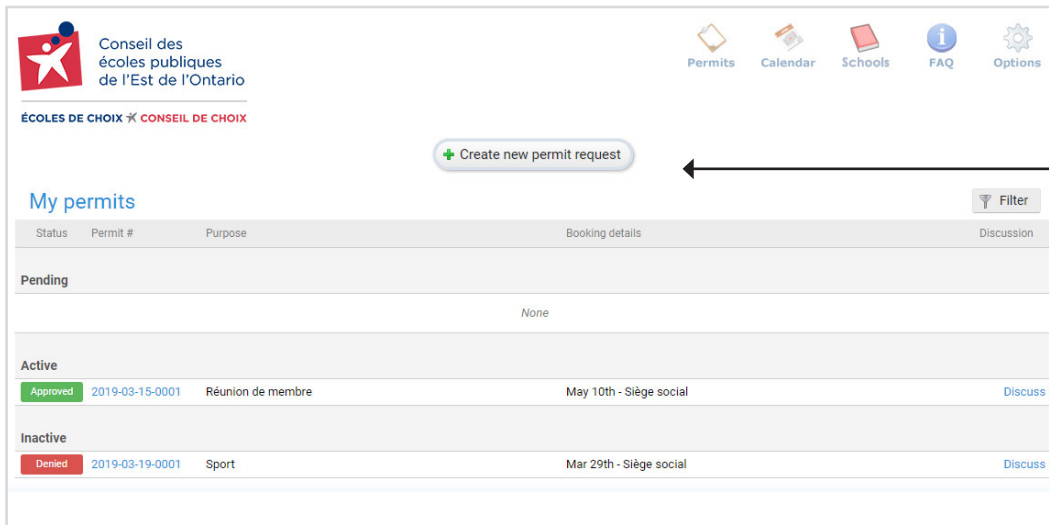
Click on this button to download a document.

If it is an insurance, check this box.

Once you have chosen the document, click on « Submit ».

View the document by clicking on the blue text.

2.5 New permit in five (5) steps

Click here to create a permit in five steps.

Important informations can be added by the rental office at the top and bottom of each step.

Enter the requested information.

Choose one of the options for insurance:

1. Purchase insurance

2. Enter insurance information + expiry date

3. Use my insurance

4. Will provide later

Equipment

None added

+ Add

To add equipment to your permit.

Add Equipment
❌ Cancel

- ● Ballons (Soccer, Basketball, Volleyball, etc)
- ● Bloc de feuilles avec chevalet
- ● Chaises
- ● Filets (Badminton, Volleyball)
- ● Lutrin
- ● Matelas
- ● Micros
- ● Paniers suspendu (Basketball)
- ● Poteaux (Volleyball, Badminton)
- ● Projecteur avec écran amovible
- ● Projecteur avec écran fixe
- ● Rallonge électrique
- ● Raquettes de badminton
- ● Système d'éclairage
- ● Système de sons
- ● Tableau à craie
- ● Tableau intelligent
- ● Tables
- ● Télévision (DVD)

Some items are not available in some schools.

Click one item at a time. Repeat the process for each desired item.

Add Equipment
🖼 Save   ❌ Cancel

Filets (Badminton, Volleyball)

Qty 1

Comments

Once you have indicated the quantity, click on "Save" to add the equipment to your permit.

Equipment

- 1 x Chaises
- 1 x Micros
- ➕ Add

Questions

Check the age group(s) of all the expected participants

- ☐ Children 0-6
- ☐ Children 7-12
- ☐ Teens 13-18
- ☐ Young adults 19-24
- ☐ Adults 25-64
- ☐ Seniors 65+
- ☐ No target age (i.e. there is a wide range in the ages of the participants)

Choose the categories which best describe the primary type of activity

- ☐ Educational (e.g. homework help, reading clubs)
- ☐ Parenting support (e.g. new parent classes)
- ☐ Sports and recreation (e.g. basketball, yoga)
- ☐ Health and wellness (e.g. nutrition program, blood donation)
- ☐ Child care programs
- ☐ Arts and cultural (e.g. community theatre, concerts)
- ☐ Supports for recent immigrants
- ☐ Social (e.g. meet and greet)

CHAQUE DEMANDE DE PERMIS DE LOCATION GÉNÈRE UN FRAIS D'ADMINISTRATION DE 16,95$

❌ Cancel   ➡ Continue to next step

These questions are mandatory.

Click here to proceed to the next step.

Step 2/5: Manage the bookings for your event

➕ Add booking(s)   ✔ Quick select   ▥ Actions

What do the colours mean?

🔵 Pending   🟢 Approved   ⚪ Expired   🔴 Conflict   🟡 Conflict with pending

Active bookings

- No active bookings -

❌ Cancel   ↩ Back   ➡ Continue to next step

Rules and Regulations · Privacy Policy · Refund Policy

This section is used to add the desired days. Click on "Add booking(s)".

Two ways to create a permit: search or build

Add bookings

How would you like to add your bookings?

🔍 Search
"I need help finding available spaces"

🔧 Build
"I know exactly what space and time I'd like to request"

➕ Add bookings   ❌ Cancel

SEARCH • This option is used if you do not know in which school to rent. For example, you want a classroom in a school in Ottawa, but you don't have a preference.

BUILD • This option is perfect to know if a specific room is available in a school. For example, the cafeteria at the head office on May 5.

SEARCH

Add bookings

Search	Build
Wizard to find open times and spaces	Manually choose your times and spaces

When

Recurrence: Single

Date range: May 24, 2019
Start (MMM DD, YYYY)

Search between: 5 : 00 PM
HH   MM

and: 8 : 00 PM
HH   MM

Duration: 3 hour(s) 00 minute(s)

Please remember to include 'set-up' and 'take-down' times that you require for your progam/event.

Where

Choose the space types you would like to search for

+ Add

1   Cafétéria

Search

Assistant de réservation plublique en bas

+ Add bookings   Cancel

Enter the requested information.

The "Duration" section is important since it represents the number of hours of the activity. The system will find a period of time available between the times indicated in the "Search between" section.

For example, for a 2-hour period, indicate this in the "Duration" section. Enter in the "search between" section from 5:00 pm to 10:00 pm.

The system will find a two-hour block within the requested hours.

Click on "Search" to see the available schools.

Click on "Add" to get a list of available rooms. Change the number of rooms using the arrows in the box with the number 1. Remove the chosen room in the same way by clicking on the down arrow.

Add bookings

🏢 **Where** ☑ Exclude conflicts ☐ Show map

- Choose - ▼

Please choose a facility.

➕ Add bookings   ❌ Cancel   ⬅ Start again

Only the available schools will be displayed.

Add bookings

🏢 **Where** ☑ Exclude conflicts ☐ Show map

École secondaire publique De La Salle ▼

🕐 **When**

Choose your preferred time.

5:00 pm - 8:00 pm ▼

Fri May 24, 2019   5:00 pm - 8:00 pm

➕ Add bookings   ❌ Cancel   ⬅ Start again

Once the school is selected, the available hours will be displayed. Choose the times that suit you and click on "Add bookings".

Step 2/5: Manage the bookings for your event

➕ Add booking(s)   ✔ Quick select   ⬛ Actions

What do the colours mean?
🔵 Pending   🟢 Approved   ⚪ Expired   🔴 Conflict   🟡 Conflict with pending

Active bookings

May 2019

☐ FRI **24** MAY   **5:00pm to 8:00pm**   **3 hours**
École secondaire publique De La Salle · Cafétéria #105   🕐

❌ Cancel   ⬅ Back   ➡ Continue to next step

Rules and Regulations · Privacy Policy · Refund Policy

Reservations will be displayed with a color. (See the color legend at the top)

If a reservation is in red, roll your mouse over the clock to see the conflict.

Once completed, proceed to the next step.

BUILD

Add bookings

🔍 Search	🔧 Build
Wizard to find open times and spaces	Manually choose your times and spaces

⊕ **When**

Recurrence [Daily ▾]

Date range [May 25, 2019] [May 25, 2019]
Start (MMM DD, YYYY) End (MMM DD, YYYY)

Begin at [5] [00 ▾] [PM ▾]
HH   MM

End [8] [00 ▾] [PM ▾]
HH   MM

Please remember to include 'set-up' and 'take-down' times
that you require for your progam/event.

🏢 **Where**   ☐ Show Map

[École secondaire publique L'Alternative ▾]

Classe

☑ Salle de classe #152
☐ Salle de classe #153
☐ Salle de classe #154
☐ Salle de classe #155

Check All   Check None

Assistant de réservation plublique en bas

➕ Add bookings   ❌ Cancel

> Enter the requested information.

> Choose the school

> A list of available rooms will be displayed. Check the desired rooms.

> Once finished, click on "Add bookings".

Step 2/5: Manage the bookings for your event

+ Add booking(s)   ✔ Quick select   ☰ Actions

What do the colours mean?

● Pending   ● Approved   ● Expired   ● Conflict   ● Conflict with pending

Active bookings

May 2019

☐ SAT 11 MAY   8:00pm to 9:00pm   1 hour
École secondaire publique L'Alternative · Salle de classe #152

☐ SAT 18 MAY   8:00pm to 9:00pm   1 hour
École secondaire publique L'Alternative · Salle de classe #152

☐ SAT 25 MAY   5:00pm to 8:00pm   3 hours
École secondaire publique L'Alternative · Salle de classe #152

Modify your reservations by clicking on the date to the left of the reservation to be modified or by clicking on « Quick select ».

Quick select bookings

By day of the week

☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr ☐ Sa ☐ Su

By conflict

☐ Year range ☐ Hours ☐ Excluded dates ☐ No spaces
☐ Approved bookings ☐ Pending bookings

✔ Apply   ✖ Deselect all   ✖ Cancel

The quick selection allows you to choose by day or by conflict.

Click on "Apply". The days or conflicts requested will have a hook on your permit.

Step 2/5: Manage the bookings for your event

+ Add booking(s)   ✔ Quick select   ☰ Actions

What do the colours mean?

● Pending   ● Approved   ● Expired   ● Conflict   ● Conflict with pending

With the days selected, click on "Actions" to complete the desired changes.

Booking actions

You have selected 1 booking(s).

✔ **Remove bookings**

☐ Remove selected bookings

☐ Cancel selected bookings

⊙ **Set start and end times** - *Both will be changed for all selected bookings*

Start [ ] 00 ▼ PM ▼
     HH MM

End [ ] 00 ▼ PM ▼
    HH MM

✔ Apply   ❌ Cancel

Click on the desired modification and on "Apply".

☐	SAT 18 MAY	**8:00pm** to **9:00pm** 1 hour		
		École secondaire publique L'Alternative · Salle de classe #152		🕐
☐	SAT 25 MAY	**5:00pm** to **8:00pm** 3 hours		
		École secondaire publique L'Alternative · Salle de classe #152		🕐

❌ Cancel   ↩ Back   → Continue to next step

Rules and Regulations · Privacy Policy · Refund Policy

Click on "Continue to next step".

Step 3/5: Estimated costs

⚠ If your non-profit group qualifies for the subsidized rates listed below, please note that these reduced rates are a result of a grant from the Ministry of Education and are **subject to change** from year to year.

Permit costs

	Ordinaire	Subsidy	After subsidy
Frais administratifs	$15.00	-$0.00	$15.00

Booking costs

	Ordinaire	Subsidy	After subsidy
Rental fee	$200.00	-$100.00	$100.00

Total

	Ordinaire	Subsidy	After subsidy
Sub-total	$215.00	-$100.00	$115.00
HST	$27.95	-$13.00	$14.95
Total	$242.95	-$113.00	$129.95

⚠ These costs are estimated. The final amount will be updated when the Community Use Coordinator has reviewed your permit and added additional costs such as custodial and security fees. Please contact the Community Use Coordinator at 613-742-8960 if you have any questions.

All amounts are in Canadian Dollars. **(CAD)**

❌ Cancel   ↩ Back   → Continue to next step

Rules and Regulations · Privacy Policy · Refund Policy

View the estimated booking amount in red.

Important: Charges may be added, such as insurance or transaction fees, etc.

Click on "Continue to next step".
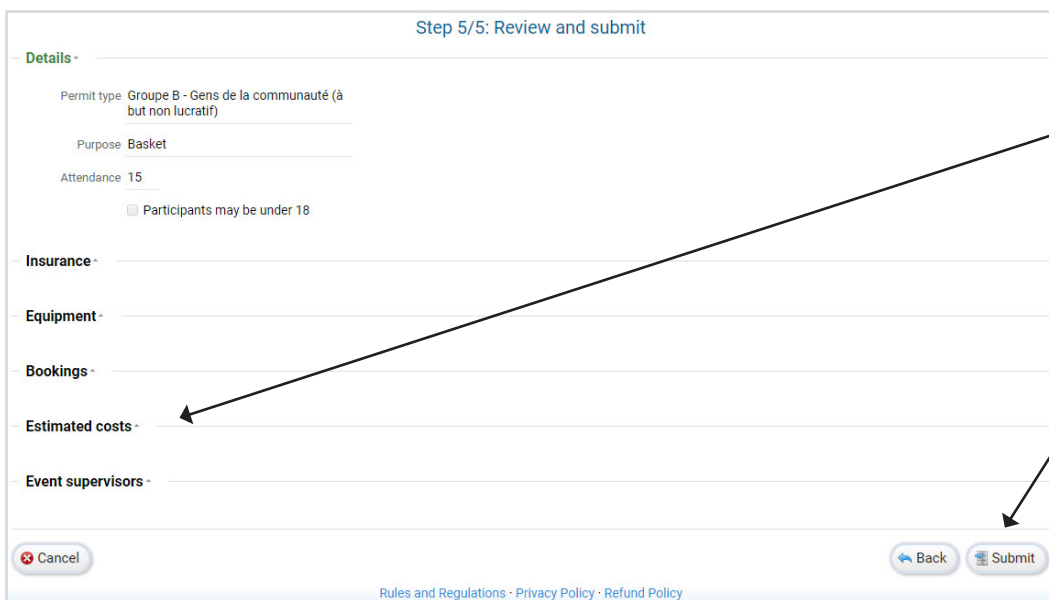
Add a contact person for a specific activity using the "Add" button. (Optional)

Adding comments or specific instructions for your rental.

Example: 3 tables and 15 chairs simply placed in the gym, we will arrange them later.

Review the application before submitting it.

Once completed, click on "Submit".

This message will appear, simply click on "Completed".

3. REVISION OF A PERMIT

Permit #2019-05-10-0001
Status: New

Details | Bookings | Costs | Discussion | Files

Details

Permit type	Groupe B - Gens de la communauté (à but non lucratif)
Purpose	Basket
Attendance	15
	☐ Participants may be under 18

Comments

Special instructions 3 tables and 15 chairs simply placed in the gym, we will place them later.

For permit holder

Insurance

Review using the tabs

Permit #2019-05-10-0001
Status: New

Details | Bookings | Costs | **Discussion** | Files

No messages to display.

🔙 Post

Start a conversation with the rental office by clicking on this tab.

Enter the message in the box and click on "Post".

Permit #2019-05-10-0001
Status: New

Details | Bookings | Costs | Discussion | **Files**

Upload a file

Choisir un fichier | Aucun fic...r choisi
☐ Is insurance
⬆ Submit
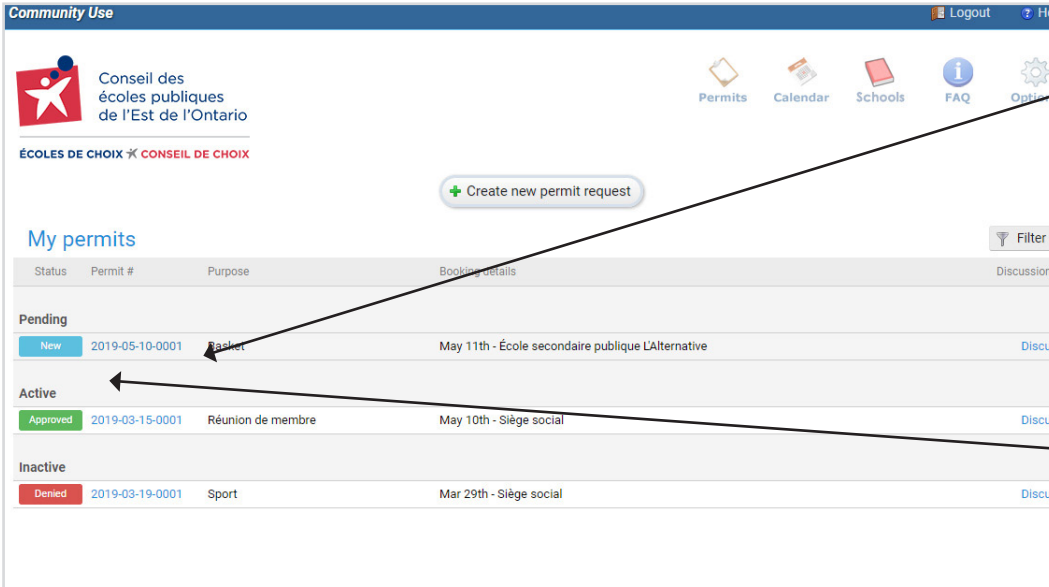
Files

Name	Uploaded at
Test insurance doc.docx 13 KB INSURANCE	May 10, 2019 AT 11:18 am

Add documents: insurance certificate, liquor license, etc.

View the document by clicking on the blue link.

4. THE STATUS OF A PERMIT

Review the permit by clicking on the number in blue.

See the status of a rental request on the left:

NEW - means that the rental office has received the request

APPROVED - means that the application has been approved by the rental office.

Denied - means that the permit has been denied by the rental office.

Conseil des
écoles publiques
de l'Est de l'Ontario

5. PRINTABLE PERMIT

Permit #2019-03-15-0001
Status: Approved

🖨 Print permit

Details   Bookings   Costs   Discussion   Files

Details

Permit type   Groupe A - Organismes à but non
lucratif

Click on this button to print the permit.

Conseil des
écoles publiques
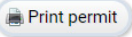de l'Est de l'Ontario
ÉCOLES DE CHOIX ✕ CONSEIL DE CHOIX

Conseil des écoles publiques de l'Est de l'Ontario

Address: 2445 St-Laurent Blvd
Ottawa, K1G6C3
Phone: 613-742-8960
Fax:

Last modified: May 8, 2019
First booking: May 11, 2019 - 6:00 pm

PERMIT FOR USE OF BOARD PROPERTY

Subject to all terms, conditions, rules and regulations as stated in the Board\'s Policy and Procedures.
In the event of an emergency, please call the number above and follow the instructions for a building related emergency.

Status: Approved

Permit number:	2019-05-08-0001	**Attendance:**	50
Purpose:	Basket		
Permit type:	Groupe B - Gens de la communauté (à but non lucratif)		

Organization:	Hey	**Home phone:**	
Permit holder:	Hey Hello	**Work phone:**	
Email:	▓▓▓▓@gmail.com	**Mobile phone:**	456555555555

Facilities used: École élémentaire publique Cité Jeunesse (30, avenue Fullerton, Trenton, K8V 1E4)

Equipment: 1 x Matelas
1 x Rallonge électrique
1 x Tableau intelligent

Insurance company: OSBIE
Policy number: ased
Policy expire: Aug 08, 2019

Bookings

Status: Approved

Total hours: 104

Status	Date	Start	End	Facility and spaces
Approved	Sat, May 11, 2019	6:00pm	10:00pm	École élémentaire publique Cité Jeunesse *in Salle de classe*
Approved	Sun, May 12, 2019	6:00pm	10:00pm	École élémentaire publique Cité Jeunesse *in Salle de classe*
Approved	Sat, May 18, 2019	6:00pm	10:00pm	École élémentaire publique Cité Jeunesse *in Salle de classe*
Approved	Sun, May 19, 2019	6:00pm	10:00pm	École élémentaire publique Cité Jeunesse *in Salle de classe*
Approved	Sat, May 25, 2019	6:00pm	10:00pm	École élémentaire publique Cité Jeunesse *in Salle de classe*

The status of the permit will always be indicated at the top of the page.

On this page, you will find all the information about the permit.

Cost Details

Permit costs	Regular	Subsidy	After Subsidy	Qty
Assurance:	$81.00	-$0.00	$81.00	1

Booking costs:	Regular	Subsidy	After Subsidy	Qty
Rental fee:	$16,640.00	-$7,800.00	$8,840.00	26

Total:	Regular	Subsidy	After Subsidy
Subtotal:	$16,721.00	-$7,800.00	$8,921.00
HST:	$2,163.20	-$1,014.00	$1,149.20
Total:	**$18,884.20**	**-$8,814.00**	**$10,070.20**

The final amount of the bookings

6. LOCATION OF OSBIE INSURANCE (2 LOCATIONS)

Permit #2019-03-15-0001
Status: Approved

Print permit

Details | Bookings | Costs | Discussion | Files

Details

Permit type	Groupe A - Organismes à but non lucratif
Purpose	Réunion de membre
Attendance	15
	☑ Participants may be under 18

Comments

| Special instructions | SVP laissez les tables et chaises comme telles dans la cafétéria. | For permit holder |

Insurance

Insurance source	Use permit insurance
Insurance company	OSBIE
Policy #	123
Expiry date	Dec 31st, 2019

Equipment

Location of OSBIE insurance on the permit

Conseil des
écoles publiques
de l'Est de l'Ontario

ÉCOLES DE CHOIX ✕ CONSEIL DE CHOIX

Conseil des écoles publiques de l'Est de l'Ontario

Address: 2445 St-Laurent Blvd
Ottawa, K1G6C3
Phone: 613-742-8960
Fax:

Cost Details

Permit costs	Regular	Subsidy	After Subsidy	Qty
Assurance:	$0.00	-$0.00	$0.00	2
Frais administratifs:	$15.00	-$0.00	$15.00	1

Booking costs:	Regular	Subsidy	After Subsidy	Qty
Rental fee:	$8,050.00	-$8,050.00	$0.00	39

Total:	Regular	Subsidy	After Subsidy
Subtotal:	$8,065.00	-$8,050.00	$15.00
HST:	$1,048.45	-$1,046.50	$1.95
Total:	**$9,113.45**	**-$9,096.50**	**$16.95**

Location of OSBIE insurance in the cost tab