



City of Calgary D and E Playfield Portable Toilet Application Process

- All portable toilet requests for a D or E playfield must complete the online application form
- All portable toilets for D or E playfields will go through the City of Calgary Playfield Coordinators. Portable toilets are not to be booked by individual organizations or sport groups
- If a portable toilet is placed at a D or E playfield without filling out the application or approval from Playfield Coordinators it may be removed from the location
- **ALL PORTABLE TOILET APPLICATIONS MUST BE SUBMITTED 45 DAYS IN ADVANCE of the first day of placement**
- Any changes or cancellations to the portable toilet application form **MUST BE SUBMITTED 30 DAYS IN ADVANCE of the first requested change date by e-mailing the Playfield Coordinators at cpi@calgary.ca**
- **All e-mails to cpi@calgary.ca in regard to portable toilets must include in the subject line: Portable Toilet with Asset Code**
- **A portable toilet will not be placed at the requested location until payment has been received. INVOICE PAYMENTS MUST BE RECEIVED WITHIN 10 BUSINESS DAYS OF INVOICE**
- Portable toilet applications will be approved or denied within 10 business days. Invoices will be sent 3 business days post approval
- One servicing a week is included with each portable toilet. If you require more servicing than what is included please include this in your application and there will be an additional charge for each requested servicing
- Although portable toilet placements will be taken into consideration, all placements will be determined by a City of Calgary representative. They will be accessible for service without driving on the field and will be anchored
- The Sport Group/ Organization will be responsible for supplying the lock when the portable toilet is not in use. All portable toilets must be locked when not in use by the user group who booked it
- Additional servicing for tipped porta potties, excessive dirtiness etc. will be invoiced to the organization or group that was approved for the portable toilet application for that site

Cost:

- \$410.00 per unit per month (includes 1 servicing per week)
- \$46.20 per additional servicing