

# School District No. 63 (Saanich)

2125 Keating Cross Road, Saanichton BC V8M 2A5

Community Use Department  
Tel: (250) 652-7342  
Fax: (250) 652-9433

Transportation Department  
Tel: (250) 652-7343  
Fax: (250) 652-9433

## APPLICATION FOR USE OF FACILITIES

**All applications for use of Schools/Fields/Parking Lots are to be sent to the Community Use Department.**

No allocation can be made until this form has been completed and returned at least 15 CALENDAR DAYS in advance of the start date of the activity or event. Please forward your application to the Community Use Department.

GROUP: \_\_\_\_\_

School: \_\_\_\_\_

Age of Attendees: Under 13  Under 19  Over 19

Space: \_\_\_\_\_

Lessee: \_\_\_\_\_

Parking Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Playing Field No.: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Phone: \_\_\_\_\_  
*Home Work Fax*

Day(s) of Week: \_\_\_\_\_

On Site Supervisor: \_\_\_\_\_

Dates: \_\_\_\_\_  
*From To*

Phone: \_\_\_\_\_  
*Home Work Fax*

Times: \_\_\_\_\_  
*From To*

### \*\* Please Note \*\*

**COSTS:** Payable in advance according to the current fee schedule.

**EQUIPMENT:** Equipment is not included when leasing a facility. All requests for use of school equipment must be approved by the Principal.

No. of Sessions: \_\_\_\_\_

Times: \_\_\_\_\_  
*Start Finish*

For more information:

[www.sd63.bc.ca](http://www.sd63.bc.ca)

I hereby certify that I have received and read in its entirety the list of REGULATIONS AND GENERAL INFORMATION SHEETS GOVERNING USE OF SCHOOL FACILITIES and that I fully realize my responsibility ensuring all members of my group comply with same. I further acknowledge the fact that failure to comply with the said regulations can result in immediate cancellation, WITHOUT warning, of my group's allocation.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Lessee