

## Application for Use of Facilities

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

No space can be reserved until this application has been completed and submitted to the Community Use Department **AT LEAST 15 CALENDAR DAYS** in advance of the start date of the activity or event.

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: \_\_\_\_\_

Home Phone Work Phone Fax

Days of the Week: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_

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

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

Home Phone Work Phone Fax

No. of Sessions No. of Participants

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

**Costs:** Payable in advance according to 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.

For more information:

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

I hereby certify that I have received and read the **Regulations and General Information Sheets Governing Use of School Facilities** and that I fully realize my responsibility of ensuring all members of my group comply with them. I further acknowledge that failure to comply with the regulations can result in immediate cancellation, **WITHOUT WARNING**, of my group's bookings.

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

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

