**FACILITIES RENTAL APPLICATION FORM**

**The Board of Education of School District 61 (Greater Victoria)**

**Rentals Department, 491 Cecelia Road, Victoria, BC V8T 4T4**

**Tel: 250-920-3400 Fax: 250-920-3461**

**email: rentals @sd61.bc.ca**



**NAME OF RENTAL GROUP**:

**PURPOSE:**

**Is the Group a Registered Non-Profit?**  **Yes (If yes, you must provide registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**No**

**EXPECTED ATTENDANCE:** **FEES/MEMBERSHIPS/ADMISSION CHARGED?** **Yes** **No**

**Auditorium**  **Classroom**  **Library**  **Multi-purpose Room**

**Cafeteria**  **Parking Lot**  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Permit Holder:**  **Position with Group**:  (Coaches/group leaders, etc. check with Association’s Schedulers.) | | | | | | | | | |
| Address: | | | | City: | | | Province: | | Postal Code: |
| Home Telephone: | Cell Telephone: | | Work Telephone: | | | Email: | | | |
| **Alternate Contact Person:** | | Daytime Telephone: | | | Cell Telephone: | | | Email: | |

**REQUESTED DAY(S)**:  Single Event(s)  Weekly  Monthly

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **School** | **Day of Week** | **Start Date** | **Finish Date** | **Arrival Time** | **Departure Time** |
| **1st choice** |  |  |  |  |  |  |
| **2nd choice** |  |  |  |  |  |  |
| **3rd choice** |  |  |  |  |  |  |

Will Beverages/Food be served?  Yes  No

|  |
| --- |
| **ADDITIONAL INFORMATION/REQUIREMENTS:** |

**INSURANCE REQUIRED:** Proof of valid $2M commercial general liability insurance coverage **MUST** be provided.

**SELF INSURED**: Provide a Certificate of Insurance with The Board of Education of School District No. 61 (Greater Victoria) as additional insured.

**REQUIRE INSURANCE:** Purchase through The Board of Education of School District No. 61 (Greater Victoria)

***APPLICATIONS FOR USE OF SCHOOL DISTRICT PROPERTY MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO DATE(S) OF USE****.*

***Once your Rental Permit has been prepared you are considered booked and the non-refundable administration fee is due and payable.***

As Permit Holder, I accept responsibility for damage and/or injuries to any person(s) and to any damage to School District premises and/or equipment arising from use of School District property. Furthermore, I accept responsibility for all costs incurred and have read the Terms and Conditions on the reverse side of this form and will ensure the organization complies with its provisions.

Applicant’s Name (Print):       Applicant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: