



# Vancouver Board of Education

School District No. 39

RENTALS

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5088 • 604-713-5847 • 604-713-5020 • 604-713-5086

Fax: 604-713-4479

## FACILITY RENTALS APPLICATION FORM

### CONTACT INFORMATION

Name of Primary Contract Holder: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

### Rate Classification:

Commercial Enterprise

Community Based or Private

If registered non-profit society, please provide registration # \_\_\_\_\_

### Preferred Location:

First Choice: \_\_\_\_\_ School

Second Choice: \_\_\_\_\_ School

Third Choice: \_\_\_\_\_ School

### Space Required:

Activity Room

Classroom

Foyer

Music Room

Auditorium

Dance Studio

Gymnasium

Staff Room

Cafeteria

Double Classroom

Library

Other \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date Required: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Start (time of entry): \_\_\_\_\_ Finish (time of exit): \_\_\_\_\_

Serving Food/Beverage?:  No  Yes Note: No food/beverage allowed in Auditorium

Will liquor be served?:  No  Yes (Please contact rentals for more information)

Please fully complete this form and email it to [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca).