



# Facility Rentals Application

604.713.5000 | [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca)

Monday to Friday, 8:30 am to 4 pm. Closed on statutory holidays.

### Rental Office Use Only

FA#: \_\_\_\_\_

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

Applications are due a minimum of 10 business days prior to the rental date requested. To avoid delay in processing your request, please ensure all required fields are complete. Please submit completed forms to [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca). The Facility Rentals Office will contact you by email once your request has been reviewed.

## Facility Request and Rental Information

Event/Program title: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Total No. of attendees: \_\_\_\_\_  Adult x \_\_\_\_\_  Youth x \_\_\_\_\_

School requested: \_\_\_\_\_ School (alternate): \_\_\_\_\_

### Facility required:

- Library
- Auditorium
- Staffroom
- Gymnasium:  6-8pm  8-10pm  Other time, for special events
- Classroom/s: If known, please specify room/s #s: \_\_\_\_\_
- Other facility/s: \_\_\_\_\_

Requested date/s: \_\_\_\_\_

Start time (time of entry): \_\_\_\_\_ AM/PM End time (time of exit): \_\_\_\_\_ AM/PM

Days of the week (if recurring days)  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Exclusion dates (if any please list): \_\_\_\_\_

### Please check all that applies:

- Heat is required – *Extra fee applies.*
- Food/Beverage is being served – *No food/beverage allowed in the auditorium and gym.*
- Alcohol is being served – *Additional approval from Rentals is required.*
- Tables & Chairs are required for special events – *Additional cost may apply for set-up. Please specify qty: \_\_\_\_\_ tables, \_\_\_\_\_ chairs*

## Contract Holder Information (as appears on the rental contract)

Organization/Group name:		
Contract holder name:		Primary phone: ( ) -
Email:		Secondary phone: ( ) -
Mailing address:	City:	Postal code: -
If you are a not-for-profit organization, registration # is required for the NFP rate: _____		
Enclosed is my \$5 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No		

**\*Upon approval of your request, all rental groups are required to provide a \$5 Million Dollar liability insurance certificate. This is in alignment with Vancouver School Board policy and it must be provided before any rental contract is issued. The liability insurance must state The Board of Education, SD 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8 as the additional insured.**