

Facility Rentals Application - Fields

604.713.5088 | rentals@vsb.bc.ca

Monday to Friday, 8:30 am to 4 pm. Closed on statutory holidays.
For our rates, please refer to our [Rates & Requirements](#).

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. 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: Outdoor sports Sports Tournament Private programs/camps Special Events

Total No. of attendees: _____ Adult x _____ Youth x _____

School requested: _____ School (alternate): _____

Facility required:

All weather (gravel) field Regular grass field Irrigated grass field

Days of the week and booking slots:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Youth	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	2 hour slots starting at 9 AM	
	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	Start time: _____	Start time: _____
Adult	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	4 hour slot starting at 9 AM	
						Start time: _____	Start time: _____
						End time: _____	End time: _____

Start date: _____ End date: _____

Exclusion dates (if any please list): _____

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		

*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.