



Facility Rentals Application – Film Production Parking

604.713.5088 | rentals@vsb.bc.ca

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

Rental Office Use Only
FA#: _____
School: _____

Note: parking should be on gravel field not on grass field. No oil stands/spills. No pegs driven into ground and leave room for emergency vehicles.

Please ensure all required fields are complete to avoid delay in processing your request, and submit the completed form to rentals@vsb.bc.ca.

The Facility Rentals Office will contact you by email once your request has been reviewed.

If you require rental for film production, please complete the [Facility Rentals Application – Filming](#).

Facility Request and Rental Information

Production title: _____

Parking Required (if applicable, please attach a location map): School parking lot
 All-weather / gravel field

School requested: _____ School (alternate): _____

Booking time:

Start date: _____ End date: _____

Start time: _____ End time: _____

Number of vehicles and type: _____

Other requirements: (additional fees may apply)

- Lunch tent permit
- Other requirements, please specify: _____

Contract Holder Information (as appears on the rental contract)

Production Company:		
Mailing address:	City:	Postal code: -
Signatory:		
Email:	Phone:	
Location Manager:	Cell:	
Enclosed is my \$5 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Enclosed is my WorkSafeBC clearance letter: <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.*