



Facility Rentals Application - Indoor

604.713.5000 | 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. 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: Indoor sports Private programs/camps Special Events

Type of Group & no. of attendees: Adult x _____ Youth x _____

School requested: _____ School (alternate): _____

Facility required:

Library Gymnasium: 6-8pm 8-10pm Other time, for special events _____

Auditorium Gymnasium has only 2 time slots available when schools are in session

Staffroom 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 for private programs/special events:

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.**