



APPLICATION FOR USE OR RENTAL OF SCHOOL FACILITIES & PLAYING FIELDS

All applications must be received one calendar month prior to rental start date. Incomplete applications will not be considered.

Complete one application per location.

PLEASE NOTE: Dates **EXCLUDE** all days that students are not in session and any school sponsored functions, unless notified otherwise. Requests for any variance must be in writing under separate cover to the Secretary-Treasurer.

Applicant Information:		PLEASE PRINT				Phone Numbers			
Invoice <input type="checkbox"/>	Name of Organization	Invoice <input type="checkbox"/>	Applicant Name	Event Supervisor		Applicant		Supervisor	
Invoice Mailing Address (include Postal Code)		e-mail address or Fax number		Day					
				Eve					
				Cell					
Select Group Classification: <input type="checkbox"/> SD27 Use (circle one): District / School / Employee Assoc. / Union / PAC / DPAC <input type="checkbox"/> Joint/Community Use <input type="checkbox"/> Non-Profit Group <input type="checkbox"/> Commercial or Private Use						Organization Use/Affiliation: (per Policy 730 and Admin. Procedure)			
Attach Proof of Liability Insurance \$2,000,000 (Required for All Groups excluding SD27 Use)									
Event Information									
Description of Event				Food and/or Drink served? <input type="checkbox"/> YES <input type="checkbox"/> NO Alcohol served? * additional permission required see Board Policy Number of persons expected:					
Start Date mm/dd/yyyy	<i>Note: Include time for set up/take down and arrival/departure.</i>	Start Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
End Date mm/dd/yyyy		End Time	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Requested Facility Information									
Name of School/Facility						Comments:			
Space Requested <input type="checkbox"/> Field <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Other (specify)									
Type of Equipment Requested (Equipment such as balls, hockey sticks, etc. are not available. Fees may apply)		No. of Chairs Required		Other Equipment (including nets etc.)					
		No. of Tables Required							
<i>I have read the foregoing and am familiar with Policy 730 and corresponding instructions found at www.sd27.bc.ca and hereby agree that the rental function described above will be conducted in accordance with such. I agree to the assessment of fees for the above event(s); and acknowledge my booking will not be confirmed until the assessed fee is paid.</i>									
Authorized Signature of Applicant					Date				
<i>This application must be submitted to the info@sd27.bc.ca, or dropped off at the address listed above. For the convenience of those living outside of the Williams Lake area, the application and Administration Fee may be dropped off at the school facility.</i>									
To be Completed by Receiving Principal or Vice-Principal									
Signature of Principal/Vice-Principal					Secretary-Treasurer or Booking Clerk				
Date:					Date:				



TO BE COMPLETED BY BOOKING CLERK

FEE ASSESSMENT: As Per Approved Fee Schedule

Booking is not confirmed nor is Contract valid until assessed fees are paid.

Rental Group Name:	Qty	Rate	Total	GST	Grand Total
Room/School:					
Field/School		No charge			
Regular Custodial Fee (4hr. minimum) ~ additional fees may be charged if extra cleaning is required after the event.		\$61.75/hr.			
Key Deposit ~ In some circumstances a key may be distributed to a community group.		\$100.00			
Equipment					
• Table Rental		\$5.00 each			
• Chair Rental (applicable when more than 30 are requested)		\$0.25 each			
• Delivery Charge – Local		\$100.00			
• Delivery Charge – Out of Town		\$150.00			
• Nets		\$3.00/set/day			
• Other equipment at the discretion of the principal as per fee schedule in administrative procedure					
• Security Deposit		\$200.00			
GRAND TOTAL					\$

By signing below, I acknowledge I have read the foregoing and hereby agree to all terms and fees in relation to this rental booking described in the booking application. I acknowledge that the booking will not be confirmed until the assessed fees are paid. Upon request, applicants must show their copy of this form to school staff person.

By signing below the Principal or Vice-Principal authorize the user, activity, equipment, and space requested for this event.

Authorized Signature of Renter	Date	Signature of Principal or Vice-Principal	Date
Method of Payment:		Date:	\$ Received:
Booking Clerk Notes:	Contract Finalized		
	Authorized		Not Authorized
	Initials Booking Clerk or Secretary-Treasurer		