



**FACILITY RENTALS
APPLICATION FORM**
General

(604)-296-6904
Facility.Rentals@burnabyschools.ca
<https://burnabyschools.ca/facilityrentals/>

Rental Information

Previous invoice # (if renewing) _____
Location preferred _____ Alternate location(s) _____
Areas required (gym, classroom, etc) _____
Start & end date of event(s) _____ Reoccurring? (daily, weekly, monthly) _____
Start & end time(s) (including set up & take down) _____
Name of primary contact _____ Job title _____
Street address _____ City _____ Postal _____
Phone number(s) _____ Email address(es) _____
Name of organization/group _____ Event description _____

Liability Insurance (\$2 million)

Org/group will provide own SD41 will collect and remit funds to cover insurance to Markel Canada Ltd

Type of Organization/Group

Non-Profit society, registration# _____ Charitable organization, registration# _____
 Commercial or public Adult Youth (under 19)

Additional Information

of participants _____ Parking required? Yes No Name of onsite contact _____
Table and/or chair set up required? Yes, # of tables/chairs _____ No
Serving food and/or beverages? Yes, provide details _____ No
Catering? Yes, name of caterer _____ No
Will alcohol be served? Yes, contact Facility Rentals No
Will fees, membership or admission be charged? Yes, provide details _____ No

Please save a copy of this form and email it to Facility.Rentals@burnabyschools.ca once completed.
To avoid delay in processing ensure all fields are complete.
We require at least 10 business days' notice.
More information can be found on the Facility Rentals website: <https://burnabyschools.ca/facilityrentals/>