



FACILITY RENTALS APPLICATION FORM SD41 Employees

(604)-296-6904

Facility.Rentals@burnabyschools.ca
<https://burnabyschools.ca/facilityrentals/staff/>

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 _____
Location employed _____ Phone number(s) _____
Email address(es) _____ Event description _____

Additional Information

of participants _____ Parking required? Yes No Name of onsite contact _____
Table and/or chair set up required? Yes, # of tables/chairs _____ No
A/V equipment? Yes, please specify (mics, projectors, etc) _____ 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

Custodial Information

Custodian(s) required? Yes, please see below No
How many? _____ Start time _____ End time _____ GL Code _____

Please save a copy of this form and email it to Facility.Rentals@burnabyschools.ca a minimum of 10 business days in advance.
To avoid delay in processing please ensure all fields are complete.
More information can be found on the Facility Rentals website: <https://burnabyschools.ca/facilityrentals/staff/>