

FACILITY RENTALS APPLICATION FORM General

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 descript	tion	

Liability Insurance (\$2 million)

□ Org/group understands that they must provide insurance naming the Burnaby Board of Education (School District 41) as additional insured to cover the entire duration of any event before booking can be confirmed.

Type of Organization/Group

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

Additional Information

# of participants Parking required?		
Tables/chair needed? (setup is responsibility of user group) \Box 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? Ves, provide details	🗆 No	

Please save a copy of this form and email it to <u>Facility.Rentals@burnabyschools.ca</u> a minimum of 14 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/