

Facility Request - Internal Application

Please submit completed forms to rentals@vsb.bc.ca.

Rentals Use Only:

FA #: _____

School: _____

Please check one:

☐ **School Use** – Complete Sections A + C
(booking a facility at own school subject to the school use guidelines.)

☐ **CST Program** – Complete Sections A & C

☐ **CST Partnership/Early Learning/Enhanced Services** – Complete Sections A, B & C

☐ **District Event** – Complete Sections A + C
(booking a facility at another VSB location for district meetings or events.)

☐ **District Arts/Athletics** – Complete Sections A + C

Section A: Facility and Event information

Event/Program title: _____ School: _____

Description of activity: _____ No. of attendees: _____

Facility required (please specify room #):

☐ Classroom(s) – Room #(s): _____

☐ Gymnasium

☐ Cafeteria

☐ Auditorium

☐ Library

☐ Outside facility – please specify: _____

☐ Other facility – please specify & provide room #: _____

Days of the week: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Start date: _____

End date: _____

Start time (time of entry): _____

End time (time of exit): _____

Exclusion dates (if any): _____

Please check all that applies:

☐ Heat is required ☐ Food/Beverage is being served ☐ Alcohol is being served - Approval from Rentals is required.

☐ Building engineer as required. Please provide COA# _____

Section B: CST/Enhanced Services/Early Learning Partnership Program – Organizational Information

Organization name:		
Contract holder name:		
Address:		Postal code:
Phone:	Cell:	Email:

Section C: Requester Information & Administrator Approval

Requester name: _____ Department: _____

Administrator name (if different from requester name): _____

Administrator signature: _____ Approved on: _____