

## Facility Rentals Application – Film Production Parking

✉ [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca)  
 ⌚ Monday to Friday, 8:30 am to 4 pm. Closed on statutory holidays.

<b>Rental Office Use Only</b>	
FA#:	_____
School:	_____

**Note: parking should be on gravel field not on grass field. No oil stands/spills. No pegs driven into ground and leave room for emergency vehicles.**

Please ensure all required fields are complete to avoid delay in processing your request, and submit the completed form to [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca).

The Facility Rentals Office will contact you by email once your request has been reviewed.

**If you require rental for film production, please complete the [Facility Rentals Application – Filming](#).**

### Facility Request and Rental Information

**Production title:** \_\_\_\_\_

**Parking Required** (if applicable, please attach a location map):  School parking lot  
 All-weather / gravel field

**School requested:** \_\_\_\_\_ **School (alternate):** \_\_\_\_\_

**Booking time:**

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of vehicles and type: \_\_\_\_\_

**Other requirements:** (additional fees may apply)

- Lunch tent permit
- Other requirements, please specify: \_\_\_\_\_

### Contract Holder Information (as appears on the rental contract)

Production Company:		
Mailing address:	City:	Postal code: -
Signatory:		
Email:	Phone:	
Location Manager:	Cell:	
Enclosed is my \$5 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Enclosed is my WorkSafeBC clearance letter: <input type="checkbox"/> Yes <input type="checkbox"/> No		

*\*All rental groups are required to provide a **\$5 Million Dollar liability insurance certificate**, this is in alignment with Vancouver School Board policy and it must be provided before any rental contract is issued. The liability insurance must state **The Board of Education, SD 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8** as the additional insured.*