

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 parking, please complete the [Facility Rentals Application – Film Production Parking](#).**

**Production type** – please check one:

- Feature film     
  TV series/pilot     
  Commercial     
  Other: \_\_\_\_\_

**Facility Request and Rental Information**

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

**Areas requested:**  Interior: \_\_\_\_\_  
 Exterior: \_\_\_\_\_

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

**Booking time:**

<b>Prep:</b>	Start date: _____	End date: _____
	Start time: _____	End time: _____
<b>Filming:</b>	Start date: _____	End date: _____
	Start time: _____	End time: _____
<b>Wrap:</b>	Start date: _____	End date: _____
	Start time: _____	End time: _____

**Please check all that applies:** *(additional fees may apply)*

- Electrical     
  Painting     
  Holding area     
  Building Engineer / Custodian *(after hours of operation)*  
 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.*