

Facility Rentals Application - Indoor

| ✉ rentals@vsb.bc.ca

🕒 Monday to Friday, 8:30 am to 4 pm. Closed on statutory holidays.

Rental Office Use Only

FA#: _____

School: _____

Applications are due a minimum of **10 business days** prior to the rental date requested. To avoid delay in processing your request, please ensure all required fields are complete. Please submit completed forms to rentals@vsb.bc.ca. The Facility Rentals Office will contact you by email once your request has been reviewed.

Facility Request and Rental Information

Event/Program title: _____

Purpose of rental: Indoor sports Private programs/camps Special Events

Type of Group & no. of attendees: Adult x _____ Youth x _____

School requested: _____ School (alternate): _____

Facility required:

- Library
- Auditorium
- Staffroom
- Other facility/s: _____
- Gymnasium: 6-8pm 8-10pm Other time, for special events _____
- Gymnasium has only 2 time slots available when schools are in session
- Classroom/s: If known, please specify room/s #s: _____

Requested date/s: _____

Start time (time of entry): _____ AM/PM End time (time of exit): _____ AM/PM

Days of the week (if recurring days) Mon Tue Wed Thu Fri Sat Sun

Exclusion dates (if any please list): _____

Please check all that applies for private programs/special events:

- Heat is required
– Extra fee applies.
- Food/Beverage is being served – No
food/beverage allowed in the auditorium and gym.
- Alcohol is being served – Approval
from Rentals is required (time restrictions considered).
- Tables & Chairs are required for special events – Additional cost may apply for set-up.
Please specify qty: _____ tables, _____ chairs

Contract Holder Information (as appears on the rental contract)

Organization/Group name:		
Contract holder name:		Primary phone:
Email:		Secondary phone:
Mailing address:	City:	Postal code:
If you are a not-for-profit organization, registration # is required for the NFP rate: _____		
Enclosed is my \$5 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No		

***Upon approval of your request, 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 of School District No. 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8** as the additional insured.**