

# Facility Rentals Application - Outdoor

604.713.5000 | [rentals@vsb.bc.ca](mailto: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](mailto: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:  Outdoor sports  Sports Tournament  Private programs/camps  Special Events

Type of Group & no. of attendees:  Adult x \_\_\_\_\_  Youth x \_\_\_\_\_

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

### Facility required:

All weather (gravel) field  Regular grass field  School parking lot  Outdoor sport court  
 Irrigated grass field  Other outdoor area \_\_\_\_\_

### Days of the week and booking slots available for sports leagues:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Youth	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	<input type="checkbox"/> 6 pm – 8 pm	2 hour slots starting at 9 AM	
	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	<input type="checkbox"/> 8 pm – 10 pm	Start time: _____	Start time: _____
Adult	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	<input type="checkbox"/> 6 pm – 10 pm	4 hour slot starting at 9 AM	
						End time: _____	End time: _____

### Days of the week (if recurring days) for private programs/special events:

<input type="checkbox"/> Mo <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	Start time (time of entry): _____ AM/PM
	End time (time of exit): _____ AM/PM

Requested date/s: \_\_\_\_\_

Exclusion dates (if any please list): \_\_\_\_\_

## 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, SD 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8 as the additional insured.**