

# Facility Rentals Application - Indoor

| ✉ [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:  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 – *Additional approval from Rentals is required.*
- 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, SD 39 (Vancouver) 1580 W. Broadway Vancouver BC V6J 5K8** as the additional insured.**