



Facility Request – School Use Bookings (during Breaks)

Rentals Use Only:

FA #: _____

School: _____

Submit completed forms to rentals@vsb.bc.ca

This form is to be completed and signed by the school Principal or Vice Principal

Section A: “School Use” Guidelines during winter, spring breaks and summer closure period

“School Use” of space during winter, spring breaks and summer closure period:

If a school wishes to use space during days school is not in-session, when building engineers are on-site, a facility use request must be submitted to Rentals.

To approve the use of space, at no cost to the school, the following must be confirmed by the site-based PVP when making the space use request:

1. The space will be used for a school purpose and will not involve non-school groups or private service providers. Students must not be charged any fees for activities/events associated with these bookings.
2. The PVP must approve the activity and accept responsibility for the activity.
3. At least 2 adults (supervisors) will be on-site during any booked activity. At least one of the supervisors must be a member of the school staff.
4. Specific times, dates, and room numbers must accompany a booking request. No blanket bookings will be approved. Hours where use may occur will be from 9 am until 2 pm to allow for cleaning before/after use.

Acceptable: Gym B, senior girls basketball practice, Dec. 20, 23, 29, 10 am to 1 pm

Will not be approved: Gym B for school use on Dec 20 – 24

Rentals will confirm with Operations that the space requested is available and then confirm with the school whether a requested use has been approved.

- Please note that spaces requiring maintenance work (i.e. floor refinishing, electrical upgrades, etc.) will not be available for school use during breaks as maintenance work is prioritized during breaks.
- The last weekday of a break period will not be available to allow time for a full cleaning prior to resumption of classes.

Section B: Facility and event information

Event name: _____ School: _____

Description of activity: _____ No. of attendees: _____

Facility required (check all facilities that apply)

Indoor:

- Classrooms - specify room #s: _____
- Gymnasium - large or small gym: _____
- Auditorium
- Library
- Other indoor facility - specify room #s: _____

Outdoor:

- Fields – specify: _____
- School parking lot
- Outdoor play area
- Other outdoor facility: _____

Days of the week: Mon Tue Wed Thu Fri

Start date of event: _____ End date of event: _____

Start time: (includes access for set-up) _____ End time: (includes access for take-down) _____

Exclusion dates: _____

Indicate all that apply

- Heat is required
 - Food/Beverage is being served
 - Building engineer is required.
- Charge COA#: _____

Section C: Requestor information

Administrator name: _____ School: _____

Administrator signature: (mandatory) _____ Date: _____