



Facility Request – School Use Bookings (during the School Year)

Rentals Use Only: FA #: _____ School: _____
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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 the school year

Schools Protection Program (SPP) provides coverage to all boards of education against liability and loss. SPP coverage is designed to protect the school district, its employees, and volunteers by our insurers in the approval of school use activities. To approve use of space for school sponsored events, the following must be confirmed by the site-based PVP when making the space use request as a **School Use Booking during the school year**:

“School Use” criteria during the school year:

- Activity is organized, authorized, and supervised by the school. PVP takes responsibility and is accountable for the activity.
- For school/PAC sponsored events, all students should be welcome to participate. No student should be denied participation due to a fee being charged.
- Most importantly, PVP or designated staff must be on-site during the activity and actively supervising.

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
- Whole school
- Whole school, *excluding gym(s)*
- 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 Sat Sun

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

Start time: _____ End time: _____

Exclusion dates: _____

To help avoid booking conflicts, does your event include set-up*? No Yes, specify dates/times:

Set-up date & time: _____ Take-down date & time: _____

Set-up will remain overnight: Yes No

**Set-up includes tables & chairs, decorations, event staging*

Indicate all that apply

- Heat is required Food/Beverage is being served Alcohol is being served *(approval from Rentals is required)*
- Building engineer is required. Charge COA# _____

Section C: Requestor information

Administrator name: _____ School: _____

Administrator signature: *(mandatory)* _____ Date: _____