



APPLICATION FOR USE OR RENTAL OF SCHOOL FACILITIES & PLAYING FIELDS

**All applications must be received 21 days* prior to rental start date. Incomplete applications will not be considered.
All applications must be accompanied by a \$10.00 +GST Admin Fee per location – complete one application per location.**

Applicant Information:				PLEASE PRINT				Phone Numbers				
Invoice <input type="checkbox"/>	Name of Organization	Invoice <input type="checkbox"/>	Applicant Name	Event Supervisor				Applicant		Supervisor		
	Invoice Mailing Address (include Postal Code)			e-mail address or Fax number				Day				
								Eve				
Organization Use/Affiliation: (per Policy 3513)			Select Group Classification: <input type="checkbox"/> SD27 Use: circle one: District / School / Employee Assoc or Union / PAC or DPAC <input type="checkbox"/> Joint Use Agreement <input type="checkbox"/> Community Association Use Agreement				<input type="checkbox"/> Youth Not for Profit Organization (Unpaid Leader)		<input type="checkbox"/> Youth Not for Profit Organization (Paid Leader)		<input type="checkbox"/> Adult Not for Profit Organization	
							<input type="checkbox"/> Private (special event, closed to public)		<input type="checkbox"/> Commercial and/or For Profit			
Attach Proof of Liability Insurance \$2,000,000 minimum (Required for All Groups excluding SD27 Use)						Proof of Society or Not for Profit No.						
Event Information												
Description of Event						Food and/or Drink served? <input type="checkbox"/> YES <input type="checkbox"/> NO						
						Alcohol served? * additional permission required see Board Policy						
						Number of persons expected:						
Start Date** mm/dd/yyyy	<i>Note: Include time for set up/take down and arrival/departure.</i>	*	Mon	Tue	Wed	Thu	Fri	*Sat	*Sun			
		Start Time	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
End Date** mm/dd/yyyy		End Time	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Requested Facility Information												
Name of School/Facility								Comments:				
Space Requested <input type="checkbox"/> Field <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Other (specify)												
Type of Equipment Requested (Equipment such as balls, hockey sticks, etc. are not available. Fees may apply)			No. of Chairs Required			Other Equipment (including nets etc.)						
			No. of Tables Required									
<input type="checkbox"/> ADMINISTRATION FEE ATTACHED \$10.00+GST=\$10.50 (Non-Refundable and Applicable to Community Users)						Amount: \$						

I have read the foregoing and am familiar with Policy 3513 and corresponding instructions found at www.sd27.bc.ca and hereby agree that the rental function described above will be conducted in accordance of such. I agree to the assessment of fees for the above event(s); and acknowledge my booking will not be confirmed until the assessed fee is paid.

Authorized Signature of Applicant	Date
This application and the Administration Fee must be submitted to the Booking Clerk at the address listed above. For the convenience of those living outside of the Williams Lake area, the application and Administration Fee may be dropped off at the school facility.	

To be Completed by Receiving Principal or School Secretary	CONTRACT NO.
<input type="checkbox"/> Application faxed to BO <input type="checkbox"/> Fee Received & Forwarded to BO	<input type="checkbox"/> Complete <input type="checkbox"/> Returned for more information
Signature of Principal/Secretary _____ Date _____	Secretary Treasurer or Booking Clerk _____ Date _____

NOTES: ** Dates EXCLUDE all days students are not in session and any school sponsored functions, unless notified otherwise.
 *Requests for any variance must be in writing under separate cover to the Secretary Treasurer. Consideration will be given only when demonstrated extenuating circumstances exist.

To be completed by Booking Clerk: FEE ASSESSMENT: As Per Approved Fee Schedule						Authorized by Principal
<i>Booking is not confirmed nor is Contract valid until assessed fees are paid.</i>						
Rental Group Name:	Qty	Rate	Total	GST	Grand Total	
Room/School:			1.			
Field/School		No charge				
25% Discount Groups must book for school year: Oct 15–Jun 15 No refunds for cancelled bookings unless the cancellations exceed 25% of the annual booking		Less 25% of 1. above				
Regular Custodial Fee (additional fees may be charged if extra cleaning is required after the event)		\$30.00/hour				
Small Group Bookings (2 hour max booking <20 people): In lieu of the Regular Custodial Fee, the rental fee will be increased by 25% to offset the cost of cleaning on days when students are not in session.		Plus 25% of 1. above				
Key Deposit In some circumstances a key may be distributed to a community group.		\$100.00				
Equipment						
• Table Rental		\$5.00 each				
• Chair Rental (applicable when more than 30 are requested)		\$0.25 each				
• Delivery Charge – Local		\$100.00				
• Delivery Charge – Out of Town		\$150.00				
• Nets		\$3.00/set/day				
• Showers (Custodial time for cleaning will be added)		\$10.00/day				
• Other:						
GRAND TOTAL					\$	
<p><i>By signing below the Principal or Manager of the facility authorize the user, activity, equipment and space requested for this event. (Initials required above)</i></p> 			<p><i>By signing below, I acknowledge I have read the foregoing and hereby agree to all terms and fees in relation to this rental booking described in the booking application. I acknowledge that the booking will not be confirmed until the assessed fees are paid. Upon request, applicants must show their copy of this form to school staff person.</i></p> 			
_____ Signature of Principal or Authorized Manager		_____ Date	_____ Authorized Signature of Renter		_____ Date	
Method of Payment			Date:	\$ Received:		
Booking Clerk Notes:				Contract Finalized		
				Authorized	Not Authorized	
				Initials Booking Clerk or Secretary Treasurer		