

RENTAL APPLICATION

APPLICATION DATE: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE 1: _____ PHONE 2: _____

EMAIL: _____

SCHOOL/S REQUESTED:

START DATE: _____ END DATE: _____

ROOM(S) REQUESTED	DAY(S)	DATE(S)	TIME(S) Include set up / take down
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SET UP TIME (include in rental time): _____ NUMBER OF PEOPLE ATTENDING: _____

NATURE OF EVENT: _____

ADDITIONAL INFORMATION:

ADDITIONAL EQUIPMENT REQUESTED (tables/chairs. subject to approval) :

Note: Weekend rentals are subject to custodial services starting/ending at least half hour before and after the event. Minimum custodial time is 4 hours. See schedule of charges for custodial rates.

PLEASE SUBMIT COMPLETED APPLICATION FORM TO:

School District No. 38 (Richmond) – Rentals Department 5200 River Road, Richmond, BC V7C 1A4
Email: rentals@sd38.bc.ca; Phone: 604-668-6036; Fax: 604-668-6520