

**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. Renter to obtain and maintain Insurance coverage. See Terms and Conditions for details.**

**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](mailto:rentals@sd38.bc.ca); Phone: 604-668-6036