

**APPLICATION – SCHOOL HOUR USE
FOR COMMUNITY USE OF SCHOOL FACILITIES OR PLAYFIELDS**

HOW TO BOOK: Complete this application in full and return to the Facility Rentals Office. All approved users will be placed into a matching process to allocate surplus space as outlined below.

Facility Rentals Office 14033 – 92 Avenue, Surrey, BC, V3V 0B7

Telephone: (604) 595-6084 Fax: (604) 595-6083 Email: facilityrentals@sd36.bc.ca

DEADLINES

May 15 To be placed into each year's matching process for school hour use, applications must be received prior to May 15.

ALLOCATION OF SURPLUS SPACE

Surplus space is defined as any space not being used during school hours for school or district purposes. Historical users, those external groups that had access to the same space and time in the previous year, will receive first priority to re-book their same space and time. A list of new available school hour space is compiled each May/June (if there is available space) and approved applicants are matched with appropriate space. Where more than one approved applicant is interested in renting a specific space, their applications will be ranked based on school and district needs. Should competing users be of equal suitability, 3 will be sent to the host school to meet with the Principal to determine suitability for the space and fit with the school's mandates and priorities.

SECTION A If Renewing, indicate Previous Contract Number:

(For renewal, all significant details must be the same as previous contract.) _____

SECTION B If you are requesting access to space you have not previously rented, please complete this section.

Please indicate, the area in the District where you would like to book school hour space. Please indicate your order of preference if appropriate by numbering your selections. If you simply need a space somewhere in the District, check "no preference."

South North East West No preference

If there are specific schools where you would like to rent, please also indicate your top three choices below. A list of schools with space available for school hour use is accessible on the district website at www.sd36.bc.ca/facilityrentals.

School Choice #1: _____ Choice #2: _____ School Choice #3: _____

SECTION C AREAS, DATES AND TIMES REQUESTED Washrooms are included in building rentals but not in field rentals.

REQUESTED DAY(S) REQUIRED AS: Single Event (s) Weekly Monthly

AREA(S) REQUESTED	DAY(s)	START DATE	START TIME / FINISH TIME	FINISH DATE
<i>(Example): Classroom</i>	<i>Mon-Fri</i>	<i>Sept 13, 2011</i>	<i>8:00am</i> / <i>6:00pm</i>	<i>June 10, 2005</i>
_____	_____	_____	_____ / _____	_____

Will Beverages/Food be Served? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide details)	Age of Participants _____ Expected Attendance _____
Will Fees, Memberships, or Admission be Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, how much?) \$ _____ per session	
Description of Use/Activity:	Special Requirements/Equipment (charges will apply for equipment):

(All equipment requests must be coordinated through the school's principal at the commencement of the contract period. Additional charges for equipment may apply.)

SECTION D RENTAL GROUP INFORMATION

NAME OF RENTAL GROUP: _____

Name of Official in Charge: _____	On Site Group Leader: (if different from official contact person)
Position with Group:	

(Official in charge must be 19 years of age or older and an executive officer of the group. Coaches/group leaders, etc. are to make requests through their executives.)

Is the Group Registered Non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must provide registration number along with a copy of the certificate registering your group as non-profit)			
Address:	City:	Province:	Postal Code:
Home Telephone:	Cellular Telephone:	Pager Number:	
Work Telephone:	Fax Number:	Email Address:	

EMERGENCY CONTACT PERSON: _____

Home Telephone:	Cellular Telephone:	Pager Number:
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Please make a copy of this completed form for your records.

The Facility Rentals Office will contact you once the matching process is complete. Formal rental contracts will then be prepared for groups who successfully matched to school hour surplus space. Contracts will require signature and payment prior to the rental period.

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The Facility Rentals Department will seek the final approval of the appropriate Principal/Building Manager or designate as required by District policy. Claims of unreasonably withheld approval shall be adjudicated by the Secretary-Treasurer. Please submit your claim in writing to Facility Rentals.