



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

COMMUNITY USE OF SCHOOL PROPERTIES APPLICATION

The approval of the designate responsible for the site being rented is required for every Property Rental Contract.

☐ Non-Profit (youth) ☐ Non-Profit (adult) ☐ Club Non-Profit ☐ Insurance attached

TO BE COMPLETED BY THE APPLICANT: ☐ Business ☐ Club Profit

SCHOOL REQUESTED:

AREAS, DATES AND TIMES REQUESTED:

Please be specific when indicating room or equipment - ie: Classroom, Gym, Library, Projector, Volleyball Net, etc.

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

<u>AREAS(S) / EQUIPMENT</u>	<u>DAY</u>	<u>START DATE</u>	<u>START TIME</u>	<u>FINISH TIME</u>	<u>FINISH DATE</u>
(Example:) Gym	Saturday	12-Sep-14	6:00pm	7:00pm	13-Sep-14
Description of Activity:			Special Notes:		

Rates: _____ Custodian Required ☐ X \$30.00 hr

_____ Facility Rental \$ X

_____ Total payment/owing \$ _____

Name of Rental Group: _____

Name of Official in Charge (print): _____		On site Group Leader: (If different from official in charge)		
Signature of Official in Charge: _____				
Position with Group: _____				
(Official in charge and on site group leader must be 19 years of age or older)				
Address: _____		City: _____	Province: _____	Postal Code: _____
Email Address: _____		Cell: _____		
Emergency Contact Person: _____		Cell: _____		