



# 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 and youth)       Profit       Insurance attached

TO BE COMPLETED BY THE APPLICANT:

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  \$25.00/hr X \_\_\_\_\_

\_\_\_\_\_ Joint Use 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: _____
Telephone: _____	Cell: _____		
Email Address: _____			
Emergency Contact Person: _____			
Telephone: _____		Cell: _____	