



Facility Rentals Application

604-981-1399 | rentals@wvschools.ca

Rental Office Use Only

RC#: _____

School: _____

Please ensure all required fields are complete. Please submit the completed form to rentals@wvschools.ca. The Facility Rentals Department will contact you by email once your request has been reviewed.

Facility Request and Rental Information

Event/Program title: _____

Purpose of rental: _____

Total No. of attendees: _____ Adult Youth

School requested: _____ School (alternate): _____

Facility required:

- Cafeteria Gymnasium: DSH 5-9pm Other time, for special events
 Classroom Classroom/s: If known, please specify room/s#s: _____
 Library Other facility/s: _____

Requested date/s: _____

Start time (time of entry): _____ AM/PM End time (time of exit): _____ AM/PM

Days of the week (if recurring days) Mon Tue Wed Thu Fri Sat Sun

Exclusion dates (if any please list): _____

Please check all that applies:

- Heat is required Soccer Nets are required (Excluding Cedardale) Volleyball/Badminton poles are required Tables & Chairs are required for special events – *Additional cost may apply for set-up.*
Please specify qty: _____ tables, _____ chairs

Contract Holder Information (as appears on the rental contract)

Organization/Group name:		
Contract holder name:		Primary phone:
Email:		Secondary phone:
Mailing address:	City:	Postal code:
If applicable, please provide a proof of official non-profit society status.		
Enclosed is my \$2 Million Dollar liability insurance certificate*: <input type="checkbox"/> Yes <input type="checkbox"/> No		

***Upon approval of your request, all rental groups are required to provide a Certificate of Insurance – minimum \$2,000,000 liability, with West Vancouver School District named as Additional Insured.**