

Facility Rentals Application

4750 57th Street, Delta, BC V4K 3C9

Phone: 604-952-5335

- **Application to be submitted a minimum of 7 days prior to date(s) requested.**
- **Cancellations/Changes inside 7 days of confirmed dates will require payment in full**
- **All fields must be completed. Incomplete forms will not be accepted.**

FACILITY REQUEST

Event/Activity: _____

Number of Attendees: _____ Age (if youth group): _____

Facility (school) requested: _____ Alternate School: _____

Gymnasium _____ Cafeteria _____ Library _____ Theatre _____

Multi-purpose _____ Classroom (specify room number if known) _____

Parking Lot _____ Exterior Undercover _____

Day(s) of the Week: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Saturday _____ Sunday _____ (weekend/holiday 4 hr min custodial payment applies)

Start Date: _____ End Date: _____

Access Time: _____ End Time: _____

(access and departure times must be strictly adhered to)

SPECIAL REQUESTS *(Approval required through Facility Rentals, such approval written into the permit)*

Food/Beverage _____ Alcohol (Delta School District approval and applicable liquor permit required) _____

Equipment (approval in writing required through Facility Rentals, including tables/chairs: _____

ACCOUNT INFORMATION *(Primary Contact will be named on the permit and responsible for all cancellations, changes, ensuring timely payment processing, and communications with Facility Rentals)*

Organization/Society/Private Name: _____

For Profit _____ Non-Profit (non-profit number upon request) _____ Private (family/social) _____

Liability Insurance Provider: _____

(all rentals are required to have accident and liability insurance, and provide proof of such insurance upon request)

Primary Contact: _____ Email: _____

Address (street, city, postal code): _____

Cell Phone Number: _____ Alternate Phone Number: _____

Secondary Contact: _____ Email: _____

Cell Phone Number: _____ Alternate Phone Number: _____

The Undersigned, having read the Terms & Conditions Governing Use of School Facilities, including the District COVID-19 Safety Plan: Highlights Affecting Rental Groups, agrees to the Terms & Conditions and Safety Plan.

Signature (Primary Contact): _____ Date: _____

Submit completed form to facilityrentals@deltasd.bc.ca, or fax to 604-940-5520.