School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

FACILITY RENTAL REQUEST FORM

DATE:

CONTACT INFORMATION

Organization (or group) name

Non-profit organization number *(if applicable)*

Address

City

Province

Postal code

Representative

Phone number

Email

FACILITIES REQUEST INFORMATION

Facility request(s). *Please list all desired facilities in order of preference (e.g. Thomas Haney Secondary, Albion Elementary):*

1.

2.

3.

4.

Facility type *(e.g. gymnasium, classroom, etc.):*

ADDITIONAL INFORMATION

Please specify the purpose of the rental *(e.g. meeting, party, soccer practice, etc.):*

REQUESTED DATES AND EVENT DETAILS

Start date:

End date:

Start time:

End time:

Day of the week:

Number of participants:

Age group (e.g. children/ youth/ adults/ seniors):

Additional comments *(e.g. do you require tables, chairs, etc.):*

Proof of Insurance: Users are responsible for securing event insurance and must provide a copy of the certificate with SD42 as an additional insured after rental approval.

FOR INTERNAL PURPOSES ONLY

- ☐ Principal contacted
- ☐ Principal approved
- ☐ Rental agreement
- ☐ Calendar entry
- ☐ Insurance

Additional comments: