

SD42 COMMUNITY RENTALS FORM

DATE:

CONTACT INFORMATION

<input type="text"/>		<input type="text"/>	
Organization (or group) name		Non-profit organization number (if applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	Province	Postal code
<input type="text"/>	<input type="text"/>	<input type="text"/>	
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	<input type="text"/>	3	<input type="text"/>
2	<input type="text"/>	4	<input type="text"/>

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:	<input type="text"/>	End date:	<input type="text"/>	Start time:	<input type="text"/>	End time:	<input type="text"/>	Day of the week:	<input type="text"/>
Number of participants:	<input type="text"/>	Age group (e.g. children/ youth/ adults/ seniors):	<input type="text"/>						

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

<input type="checkbox"/> Principal contacted	<input type="checkbox"/> Calendar entry	Additional comments: <input type="text"/>
<input type="checkbox"/> Principal approved	<input type="checkbox"/> Insurance	
<input type="checkbox"/> Rental agreement		