



SCHOOL DISTRICT 63 (SAANICH)

2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5  
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

## Application for Use of Facilities

All applications for use of Schools, Fields and/or Parking Lots are to be sent to the Community Use Department

No space can be reserved until this application has been completed and submitted to the Community User Department **AT LEAST 15 CALENDAR DAYS** in advance of the start date of the activity or event.

Group: \_\_\_\_\_ School: \_\_\_\_\_

School: \_\_\_\_\_

Attendees' Age: Under 13  Under 19  Over 19

Space: \_\_\_\_\_

Lessee: \_\_\_\_\_

Parking Lot: \_\_\_\_\_

Address: \_\_\_\_\_

Playing Field No.: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Other \_\_\_\_\_

Email: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Days of the Week: \_\_\_\_\_

\_\_\_\_\_  
Home Phone      Work Phone      Fax

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

On-site Supervisor:

Times: From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Home Phone      Work Phone      Fax

\_\_\_\_\_  
No. of Sessions      No. of Participants

### **\*\* Please Note \*\***

**Costs:** Payable in advance according to current Fee Schedule.

**Equipment:** Equipment is not included when leasing a facility. All requests for use of school equipment must be approved by the Principal.

**For more information:**

**[www.saanichschools.ca](http://www.saanichschools.ca)**

I hereby certify that I have received and read the *Regulations and General Information Sheets Governing Use of School Facilities*, and that I fully realize my responsibility to ensure all members of my group comply with them. I further acknowledge that failure to comply with the regulations can result in immediate cancellation, Without Warning, of my group's bookings.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Lessee