

# Application for use of Facility

## Section A: Organization Information

<b>Organization Name:</b>		
<b>Address:</b>	<b>Postal Code:</b>	
<b>Billing Address (if different)</b>	<b>Postal Code:</b>	
<b>Contact name:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Email address:</b>	<b>Mobile:</b>	<b>Business #:</b>
<b>Secondary contact name:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Email address:</b>	<b>Mobile:</b>	<b>Business #:</b>

## Section B: Booking Information

Event / Activity	Date	Day of week	Building open time	Event start time	Event end time	Building close time	Total Hours

## Section C: Facilities Needed

<b>Single Gym</b>	<b>Double Gym</b>
<b>Classrooms</b>	<b>Sports Field</b>
<b>Cafeteria</b>	<b>Library</b>
<b>Other (please specify)</b>	

## Section D: Event Details

<b>Anticipated attendance:</b>	
<b>Single or repetitive use:</b>	
<b>User dates to exclude:</b>	

## Section E: Fees

1) a. Hourly Rate	
b. Total hours / day	
c. Number of days	
<b>TOTAL USAGE COST</b>	
2) <b>TOTAL EQUIPMENT FEES</b>	
3) <b>TOTAL CUSTODIAL FEES</b>	
<b>TOTAL FEES</b>	

## Section F: Mandatory Enclosure

Copy of liability certificate naming Pretty River Academy as additional insured

Cheque for total fee

Additional fees for school equipment operations as required

*This agreement allows for no claim to compensation from PRA for any loss, damages or expenses resulting from the cancellation of a rental agreement. User Groups are prohibited to go into unauthorized areas of the school without expressed permission from the Principal. User Groups must adhere to the school's procedure concerning allergies. Personal information collected on this form is gathered under authority of Part II of the Municipal Freedom of Information and Protection of Privacy Act, 1989.. In signing this agreement, the user agrees to conditions as outlined in this application.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date