

**RENTAL APPLICATION**

Application Date: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE 1: \_\_\_\_\_ PHONE 2: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SCHOOL/s REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

ROOM(S) REQUESTED	DAY(S)	DATE(S)	TIME(S)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SET UP TIME (if applicable): \_\_\_\_\_ NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

NATURE OF EVENT: \_\_\_\_\_

ADDITIONAL EQUIPMENT REQUIRED: \_\_\_\_\_

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**OFFICE USE ONLY**

Rental No.: \_\_\_\_\_

Custodial Charges: \_\_\_\_\_

Rental Charges: \_\_\_\_\_

**PLEASE SUBMIT COMPLETED APPLICATION FORM TO:**

School District No. 38 (Richmond) – Rentals Department 5200 River Road, Richmond, BC V7C 1A4  
Email: [rentals@sd38.bc.ca](mailto:rentals@sd38.bc.ca); Phone: 604-668-6036; Fax: 604-668-6520

## Liability Insurance Clause

The Renter shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers licensed in British Columbia and in forms and amounts acceptable to School District No. 38 (Richmond):

Comprehensive General Liability Insurance with a Limit of not less than \$1,000,000, inclusive per occurrence for Bodily Injury and Property Damage including loss of use thereof. Such insurance shall extend to cover the Renter, its officers, employees, servants and agents, contractors, and volunteers and shall include the School District, its officers, employees, servants, agents and contractors as Additional Insured with respect to Liability arising out of the use or occupation by the Renter of the property belonging to the School District.

Such Comprehensive General Liability Insurance shall contain coverage for Premises and Operations, Products and Completed Operations, Blanket Contractual Liability, Cross Liability, Elevator and Hoist Liability, Contingent Employers Liability, Occurrence Property Damage, Employees and/or Volunteers as Additional Named Insured, Use of Attached Machinery, Use of Specially Licensed or Unlicensed Vehicles (while operated off highway), Broad Form Property Damage and Tenants All Risks Legal Liability (subject to a minimum limit of \$100,000) to apply to the use and/or occupation by the Renter of the Premises described in the permit or license agreement.

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