

**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: \_\_\_\_\_

.....  
**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