****

**Please email completed form to** **jonathan.bateman@lycee.ca** **with “RENTAL” in the subject line.**

**You will be notified of the availability and once dates have been agreed upon a rental contract will be sent out for signature.**

**Please see the next page for a summary of rental terms.**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

|  |
| --- |
| **Contact information** |
| Name of Group  |
| How did you hear about us?Parent of current student  Parent of former student  Alumni  Other  Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Main Booking Representative Name  | Email Address  | Evening Phone Number  | Daytime Phone Number  | Ext.  |
| Mailing Address  | Postal Code  | Fax Number  |
| Alt. Booking Representative, Accounts/Financial Officer  | Email Address  |  Evening Phone Number  | Daytime Phone Number  | Ext.  |
| Mailing Address  | Postal Code  | Fax Number  |
| **Usage Request**  |
| Type of Activity (please be specific)  |
| Number of participantsAdult \_\_\_\_\_\_\_\_ Minors \_\_\_\_\_\_\_ |
| Number of spectators (estimate) |
| MAIN GYM  | Soccer nets  Volleyball nets  Change Rooms  Stage  | Number of Tables  | Number of Chairs  |
| MEZZANINE  | Space use only – no food or beverages  Food & Beverage – charges apply  | Number of Tables  | Number of Chairs  |
| MULTI PURPOSE ROOM  | Space use only – no food or beverages  Food & Beverage – charges apply  | Number of Tables  | Number of Chairs  |
| **Dates and Time Requested**  |
| **Weekday**  | **Month**  | **Dates Required**  | **Start**  | **AM**  | **PM**  | **End**  | **AM**  | **PM**  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
| **Contact information** |
| Name of Group  |
| Main Booking Representative Name  | Email Address  | ( ) Home Phone Number  | ( ) Daytime Phone Number  | Ext.  |
| Mailing Address  | Postal Code  | ( ) Fax Number  |
| Alt. Booking Representative, Accounts/Financial Officer  | Email Address  | ( ) Home Phone Number  | ( ) Daytime Phone Number  | Ext.  |
| Mailing Address  | Postal Code  | ( ) Fax Number  |
| **School Request**  |
| School Name  |
| School Name (Alternate Choice)  |
| Type of Activity (please be specific)  | Number of Participants Adult Minor [ ] [ ]  | Number of Spectators  |
| **Non Instructional Areas Available For Booking During Public Hours Only (see reverse)**  |
| MAIN GYM [ ]  | Nets (Volleyball only) Change Rooms (if available)Standards [ ] [ ] [ ]  | Number of Tables  | Number of Chairs  |
| AUX GYM 1 [ ]  | Nets (Volleyball only) Change Rooms (if available)Standards [ ] [ ] [ ]  | Number of Tables  | Number of Chairs  |
| AUX GYM 2 [ ]  | Nets (Volleyball only) Change Rooms (if available)Standards [ ] [ ] [ ]  | Number of Tables  | Number of Chairs  |
| CAFETERIA [ ]  | SPACE USE ONLY - NO FOOD OR BEVERAGES [ ]  |
| **Dates and Time Requested During Public Hours Only**  |
| **Weekday**  | **Month**  | **Dates Required**  | **Start**  | **AM**  | **PM**  | **End**  | **AM**  | **PM**  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |
|  |  |  |  | [ ]  | [ ]  |  | [ ]  | [ ]  |

**Activities Permitted:** Badminton, basketball, soccer, volleyball, etc. are permitted. Restrictions do apply for baseball/softball conditioning, the throwing and batting of balls is prohibited. No floor/ball hockey is permitted.

**Equipment:** Equipment usage such as volleyball standards, nets and other similar gym equipment MAY be available **upon request**. No expendable equipment such as balls is available for use. Tables and chairs must be requested on application form. Storage of equipment and materials by prior arrangement only.

**Footwear:** Only non-marking footwear suitable for use on the hardwood gymnasium floors will be permitted.

**Insurance Requirements:** Organizations or individuals renting the facility are required to carry general liability insurance in an amount of not less than Two Million Dollars ($2,000,000) inclusive limit for any one occurrence and such insurance shall include the Lycée Louis Pasteur Society as a named insured. This insurance must not have a participant’s exclusion.

**Cancellation policy:** The Lycée reserves the right to cancel any contract with 30 days notice and any individual rental date with 24 hours notice via email. Once a rental agreement is signed, the Lycée requires 90 days written notice of cancellation. If the notice is less than 90 days and the space cannot be rented to another user agreeable to the Lycée, the Lycée reserves the right to collect the full contract amount. Please ensure the suitability of the space prior to signing.

**Freedom of Information and Protection of Privacy Act:** The personal information you provide is collected only for use in connection with the rental of our facility in accordance with the Personal Information and Privacy Act. This information is used to communicate with your group and will appear on your booking contract. If you have any questions about the collection or use of this information, please contact the Lycée at bureau@lycee.ca and put “Privacy Officer” in the subject line.

****

**An application is required for all requests. Applications will be kept on file for one school year. If you wish to reapply for the next school year you must do so by June 30th. After this date, applications will be opened up to new renters.**

**Clear-out Times:** The school must be cleared by end time shown on the permit.

 **Regulations and General Information**