

 **SCHOOL DISTRICT #38 (RICHMOND)**
RENTAL APPLICATION

Application Date: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PHONE 1: _____ PHONE 2: _____

FAX: _____ EMAIL: _____

SCHOOL 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
Phone: 604-668-6036
Fax: 604-668-6520