

Facility Rental Application

Select Location*

If other:

Name / Organization

Select Applicable Item(s)

☐

Gymnasium

☐

Use of Technology

☐

Classroom

☐

Community Kitchen

☐

Meeting Room

☐

Community Room

☐

VC Suite

☐

Tables

☐

HEC / IA Room

☐

Chairs

☐

Computer Lab

☐

Other

Contact Person

Phone #

Address

Postal Code

Town

Email Address

Requested Date (s)

Door Open

AM

PM

Door Close

AM

PM

of Hours

Total Hours Used

--

Is this a recurring event?

Yes

No

Note: Recurring events can only be booked for the current school year (Sept to August) Recurring rentals will be invoiced Monthly.

Start Date

Weekly

Monthly

End Date

Nature of use

Age Group of users

Approx. # of users

Submit Date

Admission Charged

Yes

No

Additional
Comments

Insurance
Required

Yes

No

If yes, please attach proof of insurance. *Note: All third-party rentals require insurance, if you do not have your own insurance you must purchase from PRSD.*

I have read or been advised of the rules and regulations outlined in the PRSD Administrative Procedure 550 pertaining to the use of the Facility and agree to abide by the same.

*I will notify Principal if Facility Rental is canceled or changed two business days prior to rental

*I understand that:

1. Renter is responsible for damages and any extra approved Janitorial charges
2. Renter is responsible for ensuring all provincial and federal laws and regulations are met.

Digital or
Verbal Signature

Employee who
booked rental.

Principal Statement

I hereby certify that the Facility is available at the time and on the date requested above. All rentals must be supervised by a PRSD staff member at all times.

The following person(s) are responsible as noted:

Caretaker
Name

Open ☐
Close ☐

Yes ☐
No ☐

Supervise

☐ Yes
☐ No

Clean after
Rental

☐ Yes
☐ No

PRSD Staff
Member Name

Open ☐
Close ☐

Yes ☐
No ☐

Supervise

☐ Yes
☐ No

Clean after
Rental

☐ Yes
☐ No

Keyholder
Name

Open ☐
Close ☐

Yes ☐
No ☐

Supervise

☐ Yes
☐ No

Clean after
Rental

☐ Yes
☐ No

Principal
Comments

Waive Fees

Yes

No

Principal Signature

Central Office Use Only

Rental Category	Unit Price/hr (excluding GST)	# of Hours	Subtotal
Insurance rate (if applicable)			
Estimated fees owing (excluding GST)			

Invoice for total fees owing will be mailed to the above address after rental. Payment is due to PRSD Central Operations (Box 380, 4702-51 Street, Grimshaw AB. T0H 1W0) by check or e-transfer to finance@prsd.ab.ca (if sending e-transfer please be sure to enter the invoice number you are paying in the comments section). Any questions can be directed to the Facilities Finance Coordinator at 780-624-3562 ext. 11101.