

REQUEST FOR USE SCHOOL DISTRICT #62 FACILITIES



1767 Island Hwy. Victoria, BC V9B 1J1
www.westshorerecreation.ca

SEND FORM TO **Facility Bookings**
PHONE 250-474-8611 FAX 250-474-8650
bookings@westshorerecreation.ca

TODAY'S DATE: _____

USER INFORMATION

ORGANIZATION: _____ **CONTACT NAME:** _____

ADDRESS: _____ **CITY:** _____ **POSTAL CODE:** _____

MUNICIPALITY: Langford Colwood Metchosin Highlands Sooke View Royal Other: _____

PHONE (Business): _____ **E-MAIL:** _____

PHONE (Home): _____ **FAX:** _____

ALTERNATE: _____ **PHONE:** _____

SCHOOL AND ROOM REQUESTED

FIRST CHOICE: _____

SECOND CHOICE: _____

Ball Diamond Field Gym Library Multi-Purpose Other: _____

PURPOSE & DATE OF REQUEST

PURPOSE OF RENTAL: _____ **# OF PARTICIPANTS:** _____

YOUR AGE GROUP: Age 18 Years & Younger Age 19 Years & Older

DAY/S REQUESTED: M Tu W Th F Sa Su

DATE REQUESTED: **TO** **TIME REQUESTED:** **TO**

ADDITIONAL INFO:

**A rental contract will be prepared. This contract MUST BE SIGNED within 10 days and RENTAL FEE PAID as per contract to confirm booking/s. Failure to comply will result in the loss of booking date & fee.*