

RENTAL APPLICATION – SCHOOL FACILITIES

Facility Scheduling PO Box 1749, Halifax, NS B3J 3A5
311(phone) / 902-490-4588 (fax)

Group/Organization Name:		Type of Organization: If non-profit, please insert registration # Youth <input type="checkbox"/> Adult <input type="checkbox"/> Corporate <input type="checkbox"/>
Contact Name:		Email Address:
Address:		Are you a new client? Yes <input type="checkbox"/> No <input type="checkbox"/>
City:		Primary Phone Number:
Province:	Postal Code:	Alternate Phone Number:

Event Description:	
Is Event for Ages: <input type="checkbox"/> Under 10 yrs <input type="checkbox"/> 10-15 yrs <input type="checkbox"/> 15-18 yrs <input type="checkbox"/> 19+ yrs	Do you have insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, a waiver and assumption of risk form must be signed and must accompany this application.
Is this a tournament or special event? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes – Complete 2 nd page.	Have you booked an HRCE Facility for this event in previous years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional items required (if available): <input type="checkbox"/> Chairs If so, what quantity: <input type="checkbox"/> Tables If so, what quantity: <input type="checkbox"/> Bleachers Other: Please list	Estimated Number of Participants & Spectators: Will Participants be charged? Yes <input type="checkbox"/> No <input type="checkbox"/> Fee Will Spectators be charged? Yes <input type="checkbox"/> No <input type="checkbox"/> Fee
Special Requests or Comments:	

FACILITY REQUEST INFORMATION

If you do not know the specific school name, alternatively you can identify by community/area.

1.	Day	Start Time	End Time	Start Date	End Date
School:					
Room:					
2.	Day	Start Time	End Time	Start Date	End Date
School:					
Room:					
3.	Day	Start Time	End Time	Start Date	End Date
School:					
Room:					

**Halifax**

Regional Centre for Education

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TOURNAMENT & SPECIAL EVENT REQUEST INFORMATION

Name of Tournament/Event:	
Event Dates:	Event Time:
Preferred Location:	Accessibility Requests: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
Will the event be hosting a canteen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Canteen Food Requirements: Only permitted in schools with designated cafeteria areas Only pre-packaged foods (i.e. chips, granola bars, etc) Only pre-packaged drinks (Water, Gatorade, Juice, etc) Fruit (apples, bananas, etc) is permitted. Coffee/tea percolators are not permitted. Food and drink can only be consumed in the cafeteria area. Contact information for canteen volunteers must be provided.
Will the event be catering food/meals? Yes <input type="checkbox"/> No <input type="checkbox"/>	Catering/M meal Requirements: All food/meals must be provided by an outside catering company. Potlucks/participant-provided food will not be permitted. Please note there may be electrical/power limitations.
Special Requests or Comments:	

GUIDELINES CHECKLIST:

<ul style="list-style-type: none">• No third-party bookings will be accepted.• Rentals do not have access to AV equipment, score clocks, sporting equipment, etc.• Standards and nets will be provided (if available).• Event bookings must include set-up and tear-down times.• Locker/change rooms may NOT be available and are dependent on the school. Confirm with Facility Scheduling Coordinator prior to the event. Showers not permitted.• Event fees are due 21 calendar days prior to the event start date.• Tournament schedules and Special instructions are required 7 days prior to event.• Events that require electrical/power supply must be approved as limitations may exist.	Please initial below that you accept and understand each guideline listed. Initial: _____
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I acknowledge that this application is only a request and that rentals are not confirmed until a contract is signed, and all applicable fees are paid in advance of usage. In signing this application form, I understand that this is not a contract and confirm that I have read and will adhere to all terms and conditions as outlined above and in the "Terms and Conditions" document.

Signature: _____ Date: _____
Updated: April 9, 2024