



RENTAL OF SCHOOL FACILITIES

Annette Banton
 Rental of Facilities
 Tel: 514-422-3000, 31310
abanton02@lbpsb.qc.ca

CONTACT INFO

Are you renting as a:

Individual (personal)

Registered Company Quebec Enterprise Number (NEQ) _____

Name of enterprise		Nom d'entreprise
Contact Person		Nom de la personne contact
Address		Adresse
City and Postal Code		Ville et code postal
Daytime phone number		Téléphone (jour)
Evening phone number		Téléphone (soir)
Email		Courriel

TYPE OF ORGANIZATION

<input type="checkbox"/>	Internal	Activities organized by schools in the LBPSB. Ex. graduations, fundraisers, dances, concerts etc. Internal renters must assume additional caretaking and technician costs if applicable.
<input type="checkbox"/>	Non-Profit	Registered non-profit organizations. The status of the non-profit organizations must be reflected under the Quebec Enterprise Register. Individual renters generally fall under the non-profit category (if the activity is not for profit).
<input type="checkbox"/>	Regular	Includes all organizations which do not fall under internal or non-profit.
<input type="checkbox"/>	Special	Usage of facilities not covered in the fee structure. These requests must be received a minimum of 3 months prior to occupation.

BOOKING INFORMATION

School requested	1 st Choice	(1)	1 ^{er} choix	École demandée
	2 nd Choice	(2)	2 ^{ème} choix	
Areas required (Gym, classroom, auditorium, etc.)				Locaux requis (Gym, classe, auditorium etc.)
Description of activity (please be specific)				Description d'activité (soyez spécifique svp)
Number of participants				Nombre de participants
Date(s) Requested Start and end date				Dates demandées Dates de début et fin
Hours Requested Start and end time (Include set up and take down)				Heures demandées Indiquez les heures de début et fin (considérant le temps requis pour l'installation et le démantèlement des équipements)
Other special requirements or comments				Autres demandes spéciales ou commentaires

Should this application be approved, I accept personally or as a representative of the above company to adhere to the rules and regulations, terms and conditions as stipulated in the LBPSB Rental Policy which can be found on the LBPSB website.

En cas d'approbation de cette demande, je m'engage personnellement ou au nom de la compagnie que je représente à respecter les règles et règlements, ainsi qu'à tous les termes et conditions stipulées dans la politique des Location des Salles qui se trouve sur le site web de la CSLBP.

SIGNATURE:

DATE: