



# RENTAL OF SCHOOL FACILITIES

Andria Kaley  
 Rental of Facilities  
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## 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"/>	<b>Internal</b>	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"/>	<b>Non-Profit</b>	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"/>	<b>Regular</b>	Includes all organizations which do not fall under internal or non-profit.
<input type="checkbox"/>	<b>Special</b>	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 <sup>st</sup> Choice	(1)	1 <sup>er</sup> choix	École demandée
	2 <sup>nd</sup> Choice	(2)	2 <sup>ième</sup> choix	
<b>Areas required</b> (Gym, classroom, auditorium, etc.)				<b>Locaux requis</b> (Gym, classe, auditorium etc.)
Description of activity (please be specific)				Description d'activité (soyez spécifique svp)
Number of participants				Nombre de participants
<b>Date(s) Requested</b> Start and end date				<b>Dates demandées</b> Dates de début et fin
<b>Hours Requested</b> Start and end time (Include set up and take down)				<b>Heures demandées</b> 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.
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<b>SIGNATURE:</b>	<b>DATE:</b>
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