

FORM B: School Use Request Form

SCHOOL USE REQUEST FORM (please submit separate form for each group / age / activity)

Submit forms to the Booking Office (BO) – recbookings@whitehorse.ca

Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

Special Permission
Required

Schools are not available on statutory holidays, PD days, during elections, or scheduled maintenance.

Organization:				Activity:	
Category:	Non-Profit	Commercial	Private	Political / Religious Event	Summer Camp
Age of Participants:		# of Participants:		Will you be charging admission?	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Will you be selling goods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main Contact:				Phone (day):	
Email Address:				Phone (eve):	
Mailing Address:				Postal Code:	

	Request for School Use (please print clearly)	Confirmed To be completed by BO
Preferred School		
Area Required		
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun	
Starting & End Time		
Starting & End Date		

Additional information about your event or program:

I hereby agree to comply with all rules, regulations and procedures as established by the City of Whitehorse, Department of Education, Commission scolaire francophone du Yukon and the School on behalf of my organization.

Signature of User Group Contact: _____ **Submitted Proof of Insurance:**

IMPORTANT DEADLINES	
SUMMER BREAK	SCHOOL TERM
Key Return Date: August 31	Key Return Date: June 15
Request Deadline: April 1	Request Deadline: June 1
Outdoor Field Request Deadline: March 1	

Authorized Signature for SPECIAL PERMISSION: _____

Signature of City Representative: _____	Date Received by Booking Office: _____
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