



**Courtenay  
Recreation**

# Facility Use Request Form

Courtenay Recreation Lewis Centre, 489 Old Island Highway, Courtenay, BC V9N 3P5

Date of Request: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

\_\_\_\_\_

Fax Number: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

## Details

**Category:** Community  Private  Commercial

**Number of Guests:** \_\_\_\_\_

### Equipment Required:

Tables \_\_\_\_\_ (#) Chairs \_\_\_\_\_ (#) Coffee Urn \_\_\_\_\_

A/V Equipment \_\_\_\_\_

Other \_\_\_\_\_

### Set-Up and/or Clean-Up Required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Office Use

Approved by: \_\_\_\_\_

Call Taken By: \_\_\_\_\_

Tentative Booking:

Yes No  
Done: