



# 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: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

## Details

<b>Category:</b>	<i>Community</i>	<i>Private</i>	<i>Commercial</i>
	<input type="checkbox"/> Program	<input type="checkbox"/> Program	<input type="checkbox"/> Program
	<input type="checkbox"/> Assembly	<input type="checkbox"/> Assembly	<input type="checkbox"/> Assembly
	<input type="checkbox"/> Revenue	<input type="checkbox"/> Revenue	<input type="checkbox"/> Revenue

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

### Equipment Required:

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

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

Other \_\_\_\_\_

**Set-Up Required:** \_\_\_\_\_

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

**Clean-Up Required (\$25/hour):** \_\_\_\_\_

### Important Notes - User is responsible for:

1. Any and all damages.
2. Facility left in same condition as when rented.
3. Vacating premises as scheduled.

## Office Use

**NOTE:**  
GST to be applied  
against rent only