



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: _____
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 (\$37.50/hour):

Office Use

Approved by: _____

NOTE:
GST to be applied
against rent only