



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