



SPECIAL REQUEST FOR ACCESS TO SCHOOL FACILITIES REQUIRING PRINCIPAL PERMISSION

R 1727 (R2016-08)

All Requests for Non Public Space, Equipment, School Block Booked Nights and other Non-Public Hours, require the permission of the School Principal prior to the City issuing a rental permit.

The requestor must:

1. Complete all applicable sections of this form.
2. Phone the school to schedule a meeting with the Principal to request permission.
3. Bring this form and a copy of the City of Calgary e-mail showing the booking request, to the meeting with the School principal.

After this form is signed by the School Principal it must be received by The City of Calgary a MINIMUM of 14 days prior to the date you wish to book. Any amendments, or cancellations require 14 days notice prior to the rental date. Extra Fees may apply to requests on this page (in addition to the hourly rates). Refer to the rates and fees chart at calgary.ca (book a gymnasium).

To be completed by group making the request

Name of Group		Booking Contact Name	
Group Rep's Phone No. ()	Group Rep's Email		School Name
Type of Activity <input type="checkbox"/> Instructional <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> Music Practice / Rehearsal <input type="checkbox"/> Dance Practice / Rehearsal <input type="checkbox"/> Other Specify: _____			

1. Request for Classroom or other Non-Public Space

No. of rooms required	Identify Areas	Dates Requested (include start & end time)
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2. Request for School Block Booked Nights and other Non-Public Hours

<input type="checkbox"/> Main Gym	<input type="checkbox"/> Request for School Use Times	<input type="checkbox"/> Dates Requested: (Include start & end time) _____
	<input type="checkbox"/> Request for Non-Public Hours	
<input type="checkbox"/> Aux Gym	<input type="checkbox"/> Request for School Use Times	<input type="checkbox"/> Dates Requested: (Include start & end time) _____
	<input type="checkbox"/> Request for Non-Public Hours	

3. Request for School Equipment

<input type="checkbox"/> Badminton Nets	<input type="checkbox"/> Soccer Nets	<input type="checkbox"/> Risers	<input type="checkbox"/> Bleacher	<input type="checkbox"/> Other (specify): _____
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4. Request for Food or Beverages be served in School Areas - EXTRA FEES APPLY

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Dates Requested: (Include start & end time) _____		

For Principal Use Only

1. Request for Class Rooms	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Principal's initials: _____
2. Request for School Block Booked Nights and Other Non-Public Hours			
OR	<input type="checkbox"/> Approval of all dates requested	Principal's initials: _____	
	<input type="checkbox"/> Approval of all dates as indicated	Approved Dates: _____	Principal's initials: _____
3. Request for School Equipment	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Principal's initials: _____
4. Request for Food or Beverages	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Principal's initials: _____
5. <input type="checkbox"/> Special Request for Access to School Not approved	Principal's initials: _____		
Principal's Comments, if any:			

Signature		
_____	_____	_____
Principal's Name	Principal's Signature	Date (YYYY/MM/DD)