

SPECIAL PERMISSION REQUEST

SCHOOL FACILITY BOOKING FORM

Submit forms to the Facility Booking Office – recbookings@whitehorse.ca
 Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

Organization:		Activity:	
Age of Participants:		# of Participants:	
Main Contact:		Phone (day):	
Email Address:		Phone (eve):	
Mailing Address:		Postal Code:	

	Request for School Use (please print clearly)	Confirmed To be completed by the Facility Booking Agent	The School is <u>NOT</u> available on the following dates:
School			*All Statutory Holidays, Christmas, Spring, & Summer Breaks *See Special Events School Calendar for additional dates
Area Required			
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun		
Starting Time			Occupancy Fee (if applicable) Make cheque payable to Territorial Treasurer
Finishing Time			
Starting Date			
Finishing Date			

Additional information about your event or program:

I hereby agree to comply with all rules, regulations and procedures as established by the City of Whitehorse, Department of Education, and the School on behalf of my organization.

Signature of User Group Contact: _____ Received Proof of Insurance:

Authorized Signature for SPECIAL PERMISSION: _____

Signature of City Representative: _____ Date Received by Facility Booking Agent: _____

IMPORTANT DEADLINES	
SUMMER	FALL/WINTER
Summer Key Return Date: August 31	Fall/Winter Key Return Date: June 30
Summer Booking Deadline: April 1	Fall/Winter Booking Deadline: June 1