



# Application for Ongoing Facility Use

**Season:**

**Year:**

Thank you for your interest using our facilities!

Allocation of facilities to ongoing user groups is guided by the SCRD Recreation and Parks Allocation Policy and subject to SCRD Terms and Conditions for the facility type. Allocation meetings are organized by a Recreation Coordinator either annually or seasonally, as required.

If you wish to have access to ongoing use of our facilities, it is best to attend an allocation meeting. In addition to resolving any booking conflicts, groups also have the opportunity to review any one-time bookings that may affect their regular use.

## Existing User Groups

Schedules from the previous season provide a starting point for the new season. Every effort will be made to maintain total hours of use from year to year and, where possible, similar times of use.

## New User Groups

We welcome new users! Your application will be considered after existing user group needs have been met.

If you have any questions, please call (604) 885-6801 to speak to a Recreation Coordinator or email [parks.department@scrd.ca](mailto:parks.department@scrd.ca). Our staff will be pleased to direct your inquiry to the appropriate Coordinator.

*The personal information you provide on this form is being collected under the authority of the Local Government Act for the purpose of preparing a facility use permit. Your personal information is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact the Information and Privacy Coordinator at 604-885-6800, 1975 Field Road, Sechelt, BC V7Z 0A8.*

USER GROUP CONTACT INFORMATION		JUA (Please indicate the age range of group _____)	
Organization Name (and Acronym):			
Mailing Address:			
Authorized Person for Bookings:			
Role of Authorized Person:			
Email:		Phone:	
Number of Members:			
Number of Volunteers:			
Categories, if applicable (ie Peewee, Bantam, etc.)			

*The SCRD may request detailed membership rosters, with names, if we need to verify your information.*



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**ACTIVITY DESCRIPTION** *(Please provide a description of the activities planned)*

**No. of Participants:** \_\_\_\_\_

**Age Range of Participants:** \_\_\_\_\_

<b>REQUESTED FACILITIES AND TIMES</b> <i>Please duplicate this page if more room is needed.</i>				<b>Start Date:</b>		<b>End Date:</b>	
Facility	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## INSURANCE

Organizers must obtain, maintain, and pay for comprehensive general liability insurance naming the Sunshine Coast Regional District as additionally insured, with a minimum of \$2,000,000 liability coverage. Insurance is required to cover bodily injury and/or death to any one or more person including voluntary medical payments and property damage.

The [EventPolicy Portal](#) is a free service that allows users to obtain rental liability insurance 24/7 through any web browser or smart phone. Affordable rates for most activities are offered with liability up to \$5 million. Purchase your insurance at least **one week prior** to your first scheduled use of the facility(ies). A copy of your policy will automatically be forwarded to the SCRD.

## DECLARATION

By checking this box, I hereby certify that I am authorized to book facility use on behalf of the user group and that the information given in this application is true and correct. (This application forms part of your SCRD permit.)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_