

Application for the Use of School Facilities – PAC Event

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue,
Prince George, BC V2L 4R5
Ph. 250-561-6800 Fax: 250-561-6801

General Information

Today's Date: _____

School Name: _____

Activity Leader: _____

Phone Number: (____) _____

Alternate Phone: (____) _____

Event Information

Activity (describe) _____

Approximate Number of participants: _____

Age Group: _____

Additional Information/Notes

Facility Needs

Room: _____

Hours of Use: _____ to _____

Start Date: _____ End Date: _____

Extra Facility Request

Equipment: _____

Custodian (Hours): _____ to _____

I verify that all of the information provided is accurate and will advise the school principal of any changes to the event.

Signed: _____
PAC Chair / Vice - Chair

Date: _____

Approval by school administrator

Signed: _____
(Principal/Designate)

Date: _____

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The following School District No. 57 (Prince George) policies must be followed at all times. Please carefully review each policy and initial beside each in the list below to indicate you have read and understand them.

____ 1100 Freedom of Information and Protection of Privacy

____ 1223 School Parent Advisory Councils

____ 1240 Provision Of Volunteer Services

____ 1330 Use of School Facilities

____ 3542 Food Service

____ 3542.3 Healthy Food Choices in Schools

____ 5131.5 Anti-Vandalism

____ 5131.62 No Smoking or Vaping

Room being used: _____

Capacity: _____

____ I understand that the above capacity is not to be exceeded.

PAC member name (Print)

Signature

Date

Principal:

- Please scan and forward completed form to facilitybookings@sd57.bc.ca
- If applicable, school is responsible to book time as school use with City of Prince George Events Booking

Links to all full School District No. 57 (Prince George) policies can be found online at [https://www.sd57.bc.ca/Board/Policies/Policylisting/Pages/default.aspx#/="](https://www.sd57.bc.ca/Board/Policies/Policylisting/Pages/default.aspx#/=)