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## COMMUNITY HALL RENTAL REQUEST

Refer to Community Building Rental Rules and Regulations before completing this form.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Telephone: \_\_\_\_\_

I request permission to rent the Community hall for the following function:

on \_\_\_\_\_  
(Date/dates)

I have read and understood the Community Building Rental Rules and Regulations.

The building will be vacated by \_\_\_\_\_ on each occasion of use.  
(latest time is 12:00 a.m. (midnight) unless special permission is granted)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments:

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Office use only:

Deposit cheque received: Yes No Rental cheque received: yes  No

Community building condition checked before rental: Yes  No

Community building condition checked after rental: Yes  No

Deposit cheque returned: Yes  No

Or \_\_\_\_\_ Problem \_\_\_\_\_ below \_\_\_\_\_ noted:

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