



Arenas Rental Application

Seasonal Ice/Floor Allocation - Sport

Season dates	September- March	April – August
Seasonal Ice/Floor request due:	April 7	March 31
Events request due: (separate form)	March 31	April 1

Please submit in PDF format – this form is fillable

Following the Burnaby Allocation Policy, the information provided on this form will be used in determining the distribution of rental time and application of fees & charges.

Group Name:					
Affiliate Association:					
Sport(s) Activity:					
Address:				City:	
Email:				Postal Code:	
Ice or Floor			Age Groups		
STATUS	Nonprofit		Casual		Business/Commercial

1st contact:			Position:		
Phone #:	Cell:	other:			
Address:				Postal Code:	
City:				Fax:	
Email:					

2nd contact:			Position:		
Phone #	Cell:	other:			
Address:				Postal Code:	
City:				Fax:	
Email:					

INSURANCE REQUIREMENTS

The City of Burnaby requires all groups renting facilities to have liability insurance. Licensees must obtain their own policies and name the "City of Burnaby" as additional insured on the policy. The policy must be for a minimum value of \$8 000 000 and must include a cross-liability clause. A copy of the policy must be provided prior to confirming the contract. Proof of insurance must be provided prior to finalization and confirmation of contract. If non-profit organization, organization on policy must match Certificate of incorporation. IF private must match name of person signatory on contracts

Facilities	Address
Rosemary Brown Recreation Center RBRC – Rink A & RBRC – Rink B	7789 18 th Ave, Burnaby, B.C., V5N 5E5
Kensington Complex KENS	6159 Curtis St., Burnaby, B.C., V5B 4X7
Bill Copeland Sports Centre BCSC	3676 Kensington Ave, Burnaby, B.C., V5B 4Z6

*Bookings will not be made on stat holidays, unless by special requests

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call 604-294-7385.



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SUPPORTING DOCUMENTATION REQUIRED:

Non-Profit

- Most recent AGM Agenda & Minutes and date of upcoming AGM
- Statement of Directors and Registered Office (certified copy of document filed with Province of BC)

All Groups

- Sports Group Application – Team Roster - most current season
 - *Must include all fields of information requested*
- Proof of Insurance (if not already submitted)
-

ROSTER & STATISTICS:

Complete the following based on the previous completed season of competition:

*Sports Group Application – Team Roster(s)

- MUST be completed in full & submitted with request.
- List of organizations members & information required can be submitted in a different format (i.e. excel document) if easier to submit
- This documentation required if organization members comprised of 60% or more Burnaby residents/employees of a Burnaby based business – this information will be used to apply Community Youth and Community fees.

Total Number of Participants:	
Total # of Burnaby Residents:	

SEASONAL ALLOTMENT REQUEST: (on-going seasonal training and/or games)

Start Date:

End Date:

Organization Programs/age levels/teams:	# hrs per week	# of athletes	# of teams
Example : Masters program	1.25	15	3

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Limited Requests: (i.e. fun days or limited series training camps)

For Events & Tournament use Arenas Event Request form

Event name	# hrs	# of sessions	# of participants

ADDITIONAL INFORMATION:

- requests for meets or tournaments – must submit Request for Tournament or Special Event form
- days to omit on bookings (i.e. travel days or away tournament, etc.)
- dry space requirements – these will be processed through the specific facility.
- groups have access to the change rooms 30 mins prior to and after the booked arena time.
- Room bookings start & end on contracted times
- Additional information related to DEI

return in pdf format to arenaallotments@burnaby.ca

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