

Contact Information				
Requestor's name				
Phone #		Email		
School Name		SD 41	Private/other	
Principal/Head Teacher Name (must sign permit)		Email		
Rental Request Information				
Rental type:	Ice Floor	# attendees	#skate rentals	#of classes
Grade(s)				
Additional Info				
Location		Address	Day	
Bill Copeland Sports Centre City of Burnaby		3676 Kensington Ave.	Mon, Tue, Fri, Thu	
Kensington Complex City of Burnaby		6195 Curtis St.	Tue, Wed, Fri	
Rosemary Brown Recreation Centre City of Burnaby		7789 18 th St.	Mon, Wed, Thu, Fri	
Options:	Facility	# of Sessions	Date	Time of Day
Preferred				
Option 1				
Option 2				
Equipment Requests (no fee)				
Skate Aids	Hockey Nets	<i>*Toys, pucks & sticks not provided</i>		ACCESSIBILITY: Hockey Sledge(s)
Permit Details				
ICE/FLOOR BOOKING: Rental max. 90 skaters per 1 hr. session - skate shop has limited skate size availability				
Staff charges are minimum 2 hr. callout (skate shop opens 1/2hr prior & after booking)				
Rec Leader – Safety talk, Skate Patrol & First Aid attendant				
SKATE SHOP: Recreation Attendant to Skaters ratio 1:50 (skate shop attendant).				
Skate Rentals: per person or group of 30 Helmets: no charge				
Permit must be signed, returned & payment made 14+ days prior to booking				
Important information				
Child Admission Policy: Children 7 years of age and younger must skate with an accompanying person 16 years or older. The ratio of children to accompanying people is 3:1.				
A teacher must be designated to supervise on the ice or player's bench and an additional in the lobby actively supervising.				
Insurance requirements for schools/groups outside of SD 41: 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 \$5 000 000.00				
Must include description of activities, cross-liability clause & waiver of subrogation in favor of the City of Burnaby.				
Non-Profit: Certificate of Incorporation must match name on insurance. Private: name of insured must match name on permit.				
A copy of the policy must be provided prior to confirming the contract.				
Cancellation/Refund: less than 7 days – no refund, 7 – 14 days - 50% refund, 14+ days – full refund				

Once completed <mailto:arena.schoolbooking@burnaby.ca>