



Town of Rimbey Schools

Facility Request Form

School Name:

Date:

Submitted By:

Signature:

Facility	Time(s)	Date(s)	Usage Type <small>(Activity, ages, group size, etc.)</small>	Supervisor(s)	<i>Office Use Only</i> Approved Yes/No

IMPORTANT:

This request falls under the Town of Rimbey and Wolf Creek School Division Joint Use Agreement. The details outlined in the agreement will govern all use and procedures including applying fees when applicable.

*The Town of Rimbey reserves the right to cancel services up to 48 hours in advance for priority bookings.

SUBMIT REQUEST:

Email: programs@rimbey.com or Fax: 403-843-4267 *(Requests will be addressed within 24 hours by email)*

Office Use Only

Addressed By:

Date:

Please make sure your students use the appropriate door for which part of the facility they are using. Students are not allowed to enter our facility until a supervisor is present. Remove all outdoor shoes and put off to the side, do not block the doors. If you are using the main auditorium, we ask that the students stay off the stage. If your program requires the stage, please let us know ahead of time.

Thank you for your cooperation.