



District of Metchosin
4450 Happy Valley Road, Victoria, BC V9C 3Z3
Telephone: 250.474.3167 Fax: 250.474.6298
www.metchosin.ca

METCHOSIN SCHOOL COMMUNITY FACILITY RENTAL / USE APPLICATION

When booking for an event the following items must be submitted:

- Completed application form.
- Applicable fees and security deposit submitted.
- Insurance certificate for \$5 million naming the District of Metchosin as additional insured.
- Copy of required licences and approvals from other agencies (if required).
- Signed waivers for all gym / sports event participants.

The Classrooms and Gym are available to be booked Monday to Friday between 8am and 4pm, does not include statutory holidays.

Please ensure rental facilities are left in the condition they are found. A \$150 fee will be deducted from the security deposit if this is not done.

Consumption, service, and sale of alcohol is not permitted unless specifically authorized.

Applicant Information

Contact Name:	
Organization:	
Mailing Address:	
Phone:	Alternate Phone:
Email address:	

Event Information

Name of Event:
Purpose of event: <input type="checkbox"/> Community Groups / Not for Profit <input type="checkbox"/> Recreational / Sports Groups <input type="checkbox"/> Commercial Events (for-hire or for-profit enterprise using Grounds for profit purpose) <input type="checkbox"/> Other:
Area Requested: <input type="checkbox"/> Gym <input type="checkbox"/> Classroom (1, 2 and/or 3) <i>Circle one or more.</i>

<input type="checkbox"/> School Field <input type="checkbox"/> Other:	
Details of Event (please attach site plan):	
Start Date/Time:	Finish Date/Times:
Set Up Date/Time:	Clean up Date/Time:
Number of guests:	
<input type="checkbox"/> Alcohol sales/ service:	
<input type="checkbox"/> Food/Beverages/Merchandise Sale/Offering:	
<input type="checkbox"/> Entertainment/Music/speeches:	Amplified: yes <input type="checkbox"/> no <input type="checkbox"/> (permitted between 10 am and sunset)
<input type="checkbox"/> First Aid Services- number of attendants:	
<input type="checkbox"/> Use of public toilets (less than 100 guests for less than four hours)	
<input type="checkbox"/> Portable Toilet Facilities Supplied by host: #	
<input type="checkbox"/> Garbage receptacles must be supplied by host: #	
<input type="checkbox"/> Additional Parking (if over 50 guests)	
<input type="checkbox"/> Audio Visual Equipment (additional fees)	
<input type="checkbox"/> Use of tables and chairs – numbers needed	
<input type="checkbox"/> Portable Sound System (additional fees)	

WAIVER AND INDEMNITY: I assume all risks incidental to the use of the above community property and agree to release, save harmless and indemnify the District of Metchosin and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the use of District of Metchosin property. I understand that this waiver and indemnity is binding on me, my heirs, executors, and assigns.

Applicant's Signature or
Authorized Signatory for Applicant

Print Name

Date

Witness

FREEDOM OF INFORMATION NOTICE: The information on this form is collected by the District of Metchosin pursuant to s. 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of an operating program or activity of the District of Metchosin. Please direct any inquiries about the collection of this information to the Deputy Clerk, District of Metchosin.

Old School Rental & Fee Schedule for Community, Recreational and Commercial use / Security Deposit

Calculation of Fees:

Hours Needed	_____
Fee Rate	_____
Other Costs	_____
GST* (5%)	_____
Total Rental Fees	_____

Financial FAQ's:

- Payment only by cheque, cash or debit (Municipal Hall) and should be received prior to your event.
- Security deposits can be via cheque and can be held up to 3 mos. (not deposited). Anything over a 3 mos. commitment will be deposited and refunded at the end of the term.
- All payments shall be made to the District of Metchosin.
- No EFT or Visa available.
- Cancellations must be received at least 14 days before the event to receive a refund.

**Note GST is not applicable for activities only involving children 14 years or under.*

Rental Checklist

- Signed/Witnessed Application
- Security Deposit
- Rental / Equipment Fees
- Site Plan (if required)
- Other License / Approvals as Required
- Participant Waivers
- Certificate of Insurance - \$5,000,000



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ALCOHOL USE INFORMATION

Applicants requesting to serve alcohol on District of Metchosin property must provide proof of the following requirements. Provision of this information does not authorize nor guarantee the use or authorization to serve alcohol, or the use of District of Metchosin property.

- Event host must obtain a special occasion license (SOL) obtainable through BC Liquor Stores.
- Event host must provide proof of a minimum \$5 million per occurrence alcohol-specific liability insurance with the District of Metchosin named as an additional insured (usually provided by your insurance agent at no additional cost - check with your insurance agent).
- Event host is strongly encouraged to establish a Get Home Safe program for the event by arranging to have designated drivers, providing non-alcoholic beverages, and booking ahead with taxi companies to be available when the event ends.

RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF ALL RISKS

PLEASE READ CAREFULLY

This waiver to be signed by each participant using the Metchosin School Gym, Field or as Requested

TO: DISTRICT OF METCHOSIN

I wish to _____ name of activity _____ and acknowledge that in order to do so, I must agree to be bound by this Release of Liability, Waiver and Assumption of Risk. I understand and acknowledge the risks and hazards of _____ name of activity ___ and accept full responsibility and agree to _____ name of activity _____ at my own risk.

I hereby waive any and all claims that I may now and in the future have against, and release from all liability and agree not to sue the District of Metchosin and their respective agents, officers, employees, volunteers or representatives (the “Released Parties”) for any loss, damage, personal or bodily injury, death sustained or suffered by me as a result of my _____ name of activity _____ due to any cause whatsoever, including without limitation, negligence, fault or breach of statutory duty, including duties arising from Occupiers Liability Act.

In no event will the District of Metchosin be liable for any loss, damage, personal or bodily injury or death nor for any loss of or damage (including indirect or consequential damages) that I suffer whether attributable to or arising out of my _____ name of activity _____ or by reason of any matter or thing done or permitted.

I confirm that I am the age of majority and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon me (as participant or guardian), my heirs, executors, and administrators.

Signed this ____ day of _____, 2026 at _____, British Columbia.

Participant’s Signature

Participant’s Printed Name
