



# Rental Application Form

Applications must be submitted at least 10 business days before the requested rental date to facilitate processing. Completing all required fields helps avoid processing delays. Completed forms should be emailed to [facilities servicedesk@jibc.ca](mailto:facilities servicedesk@jibc.ca). A Facilities representative will respond once the request is reviewed.

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## Facility Request and Rental Information

**Event title:**

**Purpose of rental (describe in detail):**

**Number of attendees:**

**Facility requested (type of space):**

**Campus location:**

**Requested dates:**

**Start time:**

**End time:**

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## Applicant Information

**Organization name:**

**Organization representative name:**

**Email address:**

**Primary phone:**

**Mailing address:**

**Non-profit organization registration number (if applicable):**

**JIBC program area affiliation:**

YES      NO

If YES, provide details.

**Certificate of liability insurance\* enclosed:**

YES      NO

\*Upon approval, all rental groups must provide a \$5 million liability insurance certificate before any rental agreement is issued. The liability insurance must name *Justice Institute of British Columbia* as the additional insured.