



**Justice
Institute**
BRITISH COLUMBIA

Facilities Division
715 McBride Boulevard
New Westminster, BC, V3L 5T4
facilities servicedesk@jibc.ca
604-528-5500

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. A Facilities representative will respond once the request is reviewed.

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.