



Gymnasium & Field House User Request Form

Request Date: <input type="checkbox"/> Summer (May 1-August 31)	<i>Request due by Feb. 7</i>
<input type="checkbox"/> Winter (September 1-April 30)	<i>Request due by Apr. 15</i>

***** Please submit separate forms for each season**

Organization: _____	Main Contact: _____
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Main Contact Email: _____	Main Contact Phone: _____
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Existing User Group:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Non-Profit-If Yes # _____	<input type="checkbox"/> For Profit
User Group Category	<input type="checkbox"/> Minor <input type="checkbox"/> Adult	User Group Residency	<input type="checkbox"/> Local <input type="checkbox"/> Non-Local
Current/Most Recent # Registrants:	_____	If local - Residency %:	_____

The City reserves the right to request the membership list from any and all user groups requesting facility access

Billing Address: _____ Postal Code: _____	City: _____
Additional contacts: _____ <i>Name & Number</i>	Email: _____

User groups are to request all their practice and game requests in the grid below.

Gymnasium				
Day of week	Date Range	Start Time/End Time	Full/Half Court	Additional Information
Monday		/		
Tuesday		/		
Wednesday		/		
Thursday		/		
Friday		/		
Saturday		/		
Sunday		/		

Field House				
Day of week	Date Range	Start Time/End Time	Full/Half Field	Additional Information
Monday		/		
Tuesday		/		
Wednesday		/		
Thursday		/		
Friday		/		
Saturday		/		
Sunday		/		

User groups and CVO's will be required to provide registration numbers and residency percentage of their members.

Request for special events are to be submitted with annual allocation request.

All groups are responsible for SOCAN and RESOUND fees for their activities.

All groups are required to provide liability insurance naming City of Beaumont as additional insured at the time of allocation request is made.

Rental fees will be approved annually by council according to the fees and CHARGES Bylaw.

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the administration and management of the City of Beaumont's Recreation Facility bookings. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.

User group Signature

Facility Booking Clerk

Date submitted

Date received



Gymnasium or Fieldhouse Tournament or Special Event Request Form

Request Date: <input type="checkbox"/> Summer (May 1-August 31)	<i>Request due by Feb. 7</i>
<input type="checkbox"/> Winter (September 1-April 30)	<i>Request due by Apr. 15</i>

***** Please fill out a separate form for each special event**

Organization: _____	Main Contact: _____
Main Contact Email: _____	Main Contact Phone: _____
Existing User Group: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Non-Profit-If Yes # _____ <input type="checkbox"/> For Profit	
User Group Category <input type="checkbox"/> Minor <input type="checkbox"/> Adult User Group Residency <input type="checkbox"/> Local <input type="checkbox"/> Non-Local	

Billing Address: _____	City: _____
Postal Code: _____	Email: _____
Additional contacts: <i>Name & Number</i>	
_____	_____
_____	_____
Event Name/Type: _____	
Dates Requesting: _____	
Preferred Location(s): _____	
Times Requested: _____	
Number of games: _____	
Number of teams/ Participants: _____	
# of Tables: _____	# of Chairs: _____

***tables & chairs are subject to availability**

Note, Requesting group is responsible for obtaining the necessary AGLC licensing

Other Requirements (Silent Auction, 50/50 etc.) :

User group Signature

Date submitted

Facility Booking Clerk

Date received