



Neighbourhood Learning Centre Room Rental Application

Name of Applicant: _____

Phone: _____ Email: _____

Individual/Not for Profit/Organization: _____

Address: _____

Purpose of Rental: _____

Requested Day of Week and Time: _____

Start Time: _____ End Time: _____

Number of People: _____ Number of Tables: _____

Number of Chairs: _____

Please check what is required for presentations:

TV Podium Microphone Flip Chart Projector Screen

Whiteboard Other: _____

Guest Speakers Name: _____

Organization: _____

Topic of Speech: _____

How are you advertising the event? _____

Set up Details: For example: Conference style; classroom style; theatre style; horseshoe; square, circle.

Note: Renters are required to bring their own laptop and mac adapters if applicable.

APPLICATION DROP-OFF LOCATION:

Oak Bay Recreation Centre
Phone: 250-595-7746
1975 Bee Street, Victoria BC

RENTAL INFORMATION:

Meghan Roberts, Community Recreation Programmer
Phone: 250-370-7902
email: mroberts@oakbay.ca

