



BURNABY SOUTH SECONDARY SCHOOL

FACILITY BOOKING FORM 2021 - 2022

STEP 1. Book Room/Times with Maria

STEP 2. Complete Facility Booking form and email to Rong Fu Ni

rongfu.ni@burnabyschools.ca Christopher Sing Christopher.sing@burnabyschools.ca and Johnny Clado johnny.clado@burnabyschools.ca with cc to Maria Longridge (maria.longridge@burnabyschools.ca)

STEP 3. Confirmation of booking from Maria via email when form received

FOR YOUR SET UP, PLEASE PRECISE, AS NO FURNITURE CAN BE MOVED TO THE HALLWAYS

DATE(S) REQUIRED: _____

ORGANIZER NAME AND
PHONE NUMBER: _____

GROUP IN TIME:

GROUP OUT TIME:

EVENT:

ROOM(S) REQUIRED:

FOOD BEING SERVED: ☐ Yes ☐ No

SET-UP IN THE ROOM:

PROCESSED BY: _____