



SCHOOL CONNECTIONS YYC AFTERSCHOOL ACCESS FORM

(R2024-07)

Important Notice: This PDF form is optimized for Adobe Reader. Please download the form to your desktop and use Adobe Reader to open, complete, and submit the form.

All SCYYC service requests require the approval of a School Principal/Assistant Principal (AP) prior to The City issuing a rental permit.

The requester must:

1. Complete all applicable sections of this form.
2. The form must be attached to the School Connections YYC Booking Application and received by The City of Calgary a MINIMUM of 30 days prior to the program start date.

To be completed by the Program Supervisor/Agency Representative

Name of Organization:		Program Supervisor's/Agency Representative Name:	
Agency Rep's Phone Number:	Agency Representative's Emails Address:	Program Name:	
Program Description:			

1. Program Space Request

School Name	Program Start date	Program End Date:	Program Day(s)
School Space:	If Classroom or Other, describe requirements		
School Space 2 (if required):	If Classroom or Other, describe requirements		
School Space 3 (If required):	If Classroom or Other, describe requirements		
School Space 4 (If required):	If Classroom or Other, describe requirements		
Minimum & Maximum Number of Participants: to	Target Audience:	Audience Details:	

***EXTRA FEES MAY APPLY to programs operating after 5:00 p.m. in 1-C designated Schools**

2. Equipment Use or Storage Request

Provide Details of Program materials, supplies, or equipment that will be used:	Do you require onsite storage for program materials, supplies, or equipment?
Do you request use of School Equipment: Request Details:	If storage is required, please describe number, type(s), and sizes of container(s):

3. Food or Beverage Exemption Request – Required for Main/Aux Gym use only

Do you request to service food or beverage in the gym during the program time?	If food or beverage will only be served on select days or dates, specify:
--	---

For School Administration Use Only

1. Program Space Request - <i>Designate school space provided</i>		Approved	Not Approved	Admin Initials
2. Equipment Use or Storage Request	Not Applicable	Approved	Not Approved	Admin Initials
3. Food or Beverage Exemption Request	Not Applicable	Approved	Not Approved	Admin Initials
School Administrator's Comments, if any:				

Signature

Principal's or A/P's Name

Principal's or A/P's Signature

Date (YYYY/MM/DD)