

## Facility Rentals - Online Booking System

**Email:** [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) | **Phone:** 604-595-6084 | **Address:** 14033-92<sup>nd</sup> Avenue, Surrey, BC V3V 0B7 |

**Business Hours:** Monday to Friday 8am-4pm, excluding statutory holidays

Those wishing to rent space in Surrey School District facilities must submit their request for space rental via our online booking system. Requests must be received no less than **15 business days** prior to the first requested date of use.

### Accessing eBASE

Create an account via our [online booking system](http://www.surreyschools.ebasefm.com/rentals) ([www.surreyschools.ebasefm.com/rentals](http://www.surreyschools.ebasefm.com/rentals))

**New Users** – select “Get Started” to create your account

**Existing Users** – sign in using your username and password

*For forgotten emails contact [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca) for recovery. For forgotten passwords, select “Forgot Password” and an email will be sent with instructions how to reset it. After 3 failed password attempts your account will be locked.*

*New accounts will be sent an email that is required to activate their account.*

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## Submitting Requests for Space

### Step 1 Entering the details about your event

Sign into your account.

At the top of the screen you will select “Create New Permit Request” which will start the application process.

#### Permit Type:

Select one of the following permit types:

1. For Profit
2. Not for Profit – Registered *\*proof of non-profit status is required\**
3. Community Group
4. No-Charge %
5. Childcare – For Profit
6. Childcare – Not for Profit

For more information on our permit types, rate categories and rental rates [click here](#).

#### Purpose

The purpose for renting space. Be as specific as possible. (i.e. volleyball practice, basketball games, badminton tournament, language school, strata AGM etc.)

#### Attendance

The total number of people attending your event including but not limited to participants, volunteers, staff, coaches, and spectators.

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### Participants May be under 19

Indicate if you expect participants, volunteers, staff, coaches, to be under the age of 19.

### Alcohol

Indicate if you wish to serve alcohol on site at your event. For more information on alcohol service [click here](#).

### Food and Beverage

Indicate if you will have food and beverage(s) on site. For more information on food and beverage [click here](#).

### Renewal of

If you have rented with the Surrey School District in the previous school year, enter your License number here. If you have not previously rented or do not know this number leave this section blank. For more information on both new and historical applications [click here](#).

### Insurance

Insurance certificates are not required to be purchased prior to submitting your application for space. If you do not currently have an insurance policy click on “Will Provide Later” in the drop down menu. For more information on insurance requirements [click here](#).

### Equipment

Indicate if you wish to use equipment during your rental of space. [Additional fees](#) may apply.

### Questions

Indicate the age group of expected participants and the category that best describes the primary type of activity.

When you are happy with the information on Step 1 click on “Continue to Next Step” at the bottom of the page.

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## Step 2 – Manage the bookings for your event

In the middle of the screen you will select “Add Bookings” which will allow you to enter the dates you wish to book.

Select either search or build.

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### Search

If you are unsure which space to book or what would be available, use the search feature.

### Build

If you know which space, you want to book use the build feature.

Fill out the information pertaining to your booking; recurrence, date range, start and end time (include any time required for set up and take down), facility you wish to use and spaces you wish to use.

Click “Add Bookings”

### Dates with Yellow Warning

Warnings indicated in yellow mean the space has been requested by another group and may not be available for your usage. Request another space instead.

### Dates with Red Warning

Warnings indicated in red mean the dates requested fall on a school closure, maintenance, statutory holiday. Additional fees for custodial and security services will apply.

When you are happy with the information on Step 2 click on “Continue to Next Step” at the bottom of the page.

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## Step 3 – Estimated Costs

### Estimated Costs

Estimated fees for your booking will appear here. Bookings over school closures (weekends, winter/spring/summer breaks, statutory holidays, and the first pro-d day in May) will have additional fees for security and custodial services that are not displayed.

For more information on applicable costs [click here](#).

When you are happy with the information on Step 3 click on “Continue to Next Step” at the bottom of the page.

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## Step 4 – Additional Information

### Event Supervisors

Enter the name, email address and phone number of any supervisors that will be on site during the event. This is important to have if you the applicant are not going to be on site.

Supervisors must be 19 years of age or older and must ensure minors are not left unattended.

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### Additional Information

Additional questions pertaining to your application may be listed. Answer all questions to the best of your ability.

### Comments

Any additional information you wish for the Facility Rentals Department to know, enter this here.

When you are happy with the information on Step 4 click on “Continue to Next Step” at the bottom of the page.

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## Step 5 – Review and Submit

### Review

Review all the information under Details, Insurance, Bookings, Estimated Costs, Event Supervisors and Additional Information. If any information needs to be correct use the “Back” button to do this.

### Submit

When you are happy with the information on Step 5 click on “Submit” at the bottom of the page. You will be sent an email confirming that your application has been submitted successfully and what to expect when your application is processing. If you don’t receive this, check your junk box or you may not have submitted the request correctly.

### Changes/Cancellations

Changes or modifications to the request after it has been submitted will be subject to an amendment/cancellation fee per requested change. Additions/changes must be done with no less than 10 business days prior to the first date of use. Requests received with less than 10 business days notice will not be accommodated.

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## Frequently Asked Questions & Contact Us

### FAQ

Answers to frequently asked questions including what to expect once your application has been submitted can be found at the links [here](#) and [here](#).

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### Contact Us

For additional information or any questions please contact the Facility Rentals Department during regular business hours of Monday to Friday 8am-4pm, excluding statutory holidays

**Phone :** 604-595-6084

**Email:** [rentals@surreyschools.ca](mailto:rentals@surreyschools.ca)

**Website:** [www.surreyschools.ca](http://www.surreyschools.ca)

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