

Sacred Heart
280 Gladstone Avenue North
Yorkton, SK S3N 2A8



Office Phone (306) 783-3128
Office Fax (306) 783-8406

Facility Rental Expense Report

Name of Organization:			
Address of Organization:	Street:		
	City, Province:		
	Postal Code:		
Date & Time of Requested Booking	Date	Time	
Type of Event			
Rental Classification			

Position	Name of Employee	Date Worked	Hours (min. 3)
Caretaker # 1			
Caretaker # 2			
Caretaker # 3			

Division Office Use Only	
Rate of Pay	Total

Signature of Principal

Date