

# Hub Learning Place Request Form

Today's Date \_\_\_\_\_

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact email address: \_\_\_\_\_

Has your agency/group ran a program out of the Hub Learning Place previously?  
Yes No

Is your group a registered non-profit society? Yes No

Please select the period requested:

Fall (September-December)

Winter (January-April)

Spring/Summer (May-August)

Requested Start Date:

Finish Date:

Day(s) of the Week: *1st Choice*

*2nd Choice*

Times Requested: *1st Choice* Start Time End Time:

*2nd Choice* Start Time End Time:

Activity/Purpose:

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Insurance:

\*Community agencies/groups must obtain and maintain Commercial General Liability insurance providing for death, bodily injury, property loss and damage, with a minimum limit of \$2,000,000 per occurrence and in the aggregate, throughout the term of this agreement.

Please select one of the following:

Our program has insurance coverage under our agencies policy

Our group would like to purchase an SD No.23 insurance policy for the duration of our program/group

Please return completed form to: [info@cofh.ca](mailto:info@cofh.ca)