

Calgary Area Unit & District Rent Payment Request Form

The purpose of this form is to request Calgary Area to directly pay the rents for unit and district rental space. Send this completed form & rental invoice to ggcinfo@calgarygirlguides.com and we will send a cheque directly to the rental facility and inform you that the cheque has been sent.

District: _____
Name iMIS Number

Rental Space Location and Address: _____

List the Units that this rent is for:

Unit#	Branch	iMIS Number	Time & Day of week for Meeting
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Rental Period (eg. Jan. 4–Mar. 9, 2018): _____

Make Cheque Payable to: _____

Mail Cheque to this address: _____

Contact Name/Phone or E-mail address for Rental Facility: _____

Rental Payment Amount \$ _____ GST \$ _____ Payment due date: _____

I certify that the above information is accurate, complete and a Girl Guide approved rental contract is in place. Invoices have been attached.

District Commissioner Name	Signature	Date
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For Office Use

Approved by:

Area Commissioner Name	Signature	Date
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Date Form Received	Date Cheque Mailed	Cheque #
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