

# How to Request a Facility Reservation (Organization)

1. Sign into your account or Join to create a new account.

Sign in	
Enter address. Amount	
Free part from alterna	
Fattowerd Passoner	
fright your press to T	
Spra	

2. Click on Facility Use Request at the top menu bar

VANC	OUVER	A (1)				Welcome, Vancouver	My Account	1 My Web List 1	(Syn Out
Home	Register fo	r Activities	Facility Use Requests	Drop-in Calendars	Passes	Gift Cards		🐂 My Carl	

3. Under Popular Events, select one of the options you would like to make a facility reservation request

#### Popular events



• If you do not see an event type that falls in the category you are requesting for, please click on the "2<sup>nd</sup> or 3<sup>rd</sup>" page, then click on the tile you wish to request a booking.



4. From this screen, please select a location you would like to request a facility reservation and click on the title.

esource Search			
Seator for boosters or facilitat to reserve		South	
me and time Attendee Facility type TEvent type Rece	vation group Amenty Q Sec		
Pound Producting (weak(a)	Sol 5) Name a	icandro. •	
Facility			
"Britannia Rink			
Statistic Strain			
• Sitanna Riva 🚓 Universid 🗮 Repard by Heruse			
Facility			
"Hillcreat Rink			
The line			
• Hilton Ton A Unimited E Reserve by minute			
Facility			
"Killarney Rink			
Tas Res			
🖲 Williamsey Rink – 🗸 Unlimited – 🛤 Relative by unbute			
Facility			
"Kitsilano Rink			
The Base			
Vitulato Rim & Unimited R Reserve by minute			

5. From this screen, select a month, date and time. Please note that the schedule will display the times when the facility is open, but the available hours will be 15 min less. For example, the schedule here below shows the availability from 1:30-3:30pm; however, the rink is only available to rent from <u>1:30-3:15pm</u> (1 hour & 45 min)

~	
h	
υ	٠

S	м	т	w	т	F	S
	a.	Z	3 12:00 AM - 12:45 AM 3 More	4 12:00 AM - 12:45 AM 4 More	5 12:00 AM - 12:45 AM 4 More	6 6:00 AM - 7:00 AM 1 More
7	8	9	10	11	12	13
6:00 AM - 8:30 AM 1 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 4 More	6:00 AM - 7:00 AM 1 More
14	15	16	17	18	19	20
6:00 AM - 8:30 AM 1 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM <u>4 More</u>	6:00 AM 7:00 AM 1 More
21	22	23	24	25	12:00 AM	- 12:45 AM
6:00 AM - 8:30 AM 1 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	6:00 AM 7:45 AM - 1:30 PM -	6:30 AM 10:00 AM 3:30 PM
28	29	30	31	1	9:45 PM -	11:15 PM
6:00 AM - 8:30 AM 1 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 3 More	12:00 AM - 12:45 AM 4 More	12:00 AM - 12:45 AM 4 More	6:00 AM - 7:00 AM 1 More
4	5	6	7	8	9	10
6:00 AM -	12:00 AM -	12:00 AM -	12:00 AM -	12:00 AM -	12:00 AM -	6:00 AM -
8:30 AM	12:45 AM	12:45 AM	12:45 AM	12:45 AM	12:45 AM	7:00 AM



- At the right hand column of your screen, please fill in the fields listed below.
- To select a date click in the <u>Date</u> field and a calendar will display. Select date and time and click on <u>Apply</u>



- If you are part of an organization, please click on the drop down under <u>"Who are you reserving for?"</u> and select your organization
- If you would like to request another booking at the same site, click on <u>"+ Add new date and time"</u>
- If you are ready to check out, please click on Proceed

	use	•
Number of	attendees	
9	25	e
No Limitatio	ons	
Date May 26, 20 Available	023, 1:30 PM to 3:15 PM	×
+ 4	Add new date and time	



7. In the **Reservation Form** screen, you can enter your event details, add another booking or scroll down to answer custom questions

Reservation form		Hockey Pract	ice .
Required failed and head?		marine	f Bokkruj
Event details			34099/1
White and your reserving for?"		Fee summary	
Missy Mouse	harren -	8224.77	
Eventrane 1		Tahai	\$236.01
Horay Partia			and and a second
Eventtase '0		-	
ma Remail - General - Adult Hispany -		Add anot	NE INSOLICE
Booking information	Binness of managers		
Hittan Bre	0		
( Vwy 20. 2022 1.51 PM - 5.15 PM	# <b>8</b> 3 <b>8</b> 0		
- Add a booking			
Custom questions			
Request Submission Acknowledgements			
The stan and end tion ( an requesting includes are set a even. "	p and clean up later required for my		
A loss i the d action opport the loss of and it that on the d			

• Once you have answered the custom questions, you are required to initial the acknowledgments.

Please read th waiver of legal you acknowled checktout proc	e following waivers and agreements carefully. They include releases of lability and rights, and deprive you of the ability to use certain parties. By agreeing electronically spe that you have both read and understood all text presented to you as part of the est.
🔽 = Ultave i	ead and agree to Hoe Rental Terms and Conditions.
I have r	eat and agree to 'Recreation Facility Use Agreement.
Disease and at 1	mur initials below

• Once initialed, click on the green <u>Reserve</u> button near the top of the screen to complete your booking request and then click <u>Finish</u>. This step will submit the reservation request.

hopping Cart		
	Order Summary	
Micky Mouse MM Starr: \$236.01 In total	Subtotal	\$2247
	Taxos.	\$11.2
Hockey Practice \$236.01 V	Deferred to Payment Plan	-\$236.0
RESERVATION REQUEST	Due Now	\$0.00
Resource(s) "Hillowst Rink		100
Number of bookings), 1	Finish	
(Permittala)		

• Please note that once our office receives the online reservation, a staff person will assess it and send via email to the permit holder the standard request for insurance.