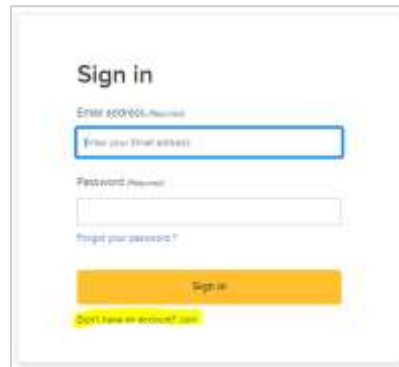


How to Request a Facility Reservation (Organization)

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



Sign in

Enter email (required)

Password (required)

Forgot your password?

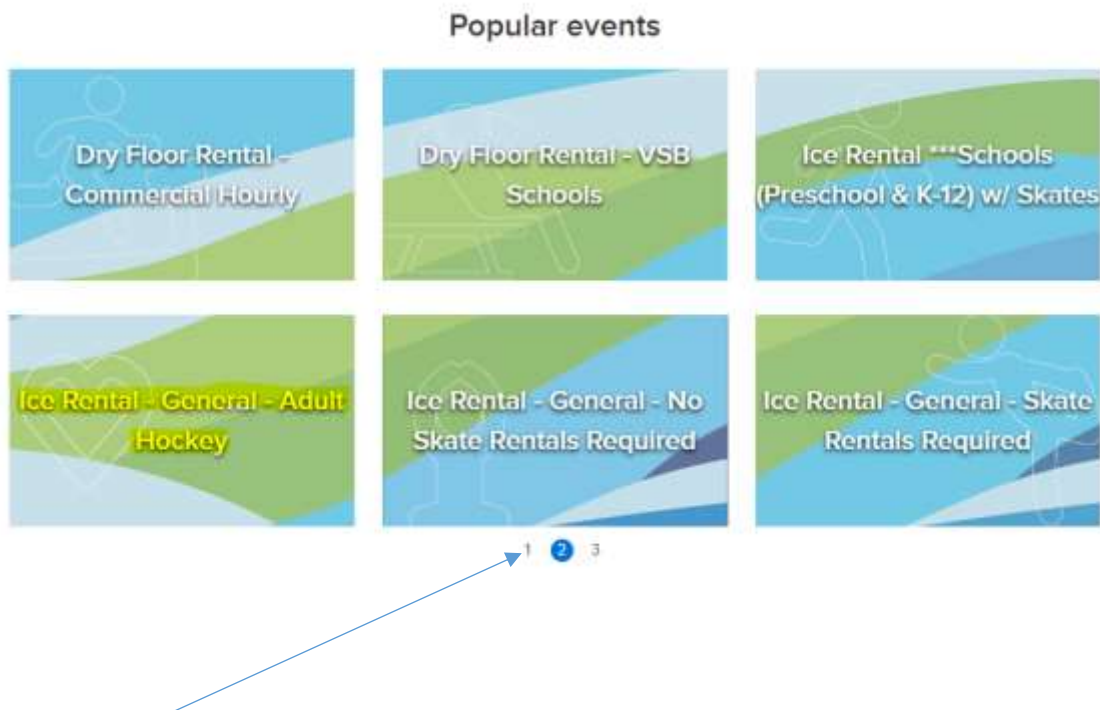
Sign in

[Sign Up to create an account](#)

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

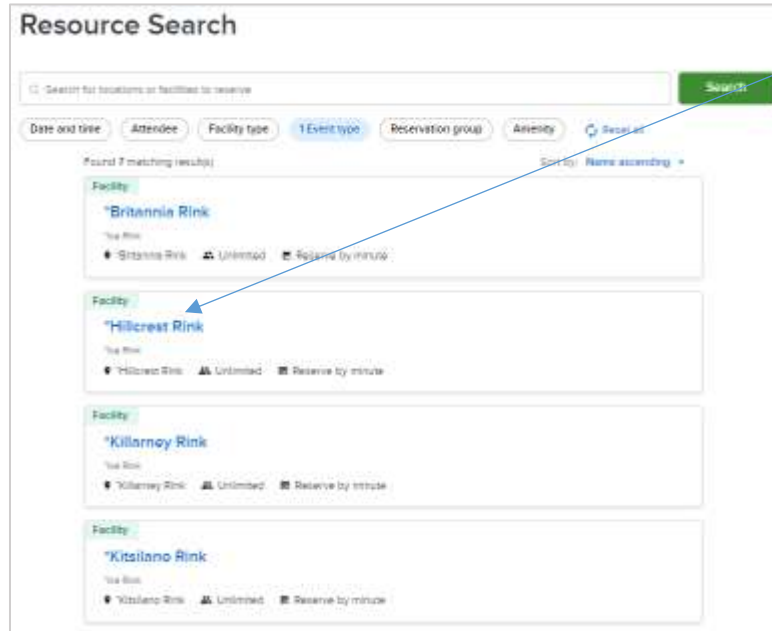


3. Under Popular Events, select one of the options you would like to make a facility reservation request



- If you do not see an event type that falls in the category you are requesting for, please click on the "2nd or 3rd" 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.



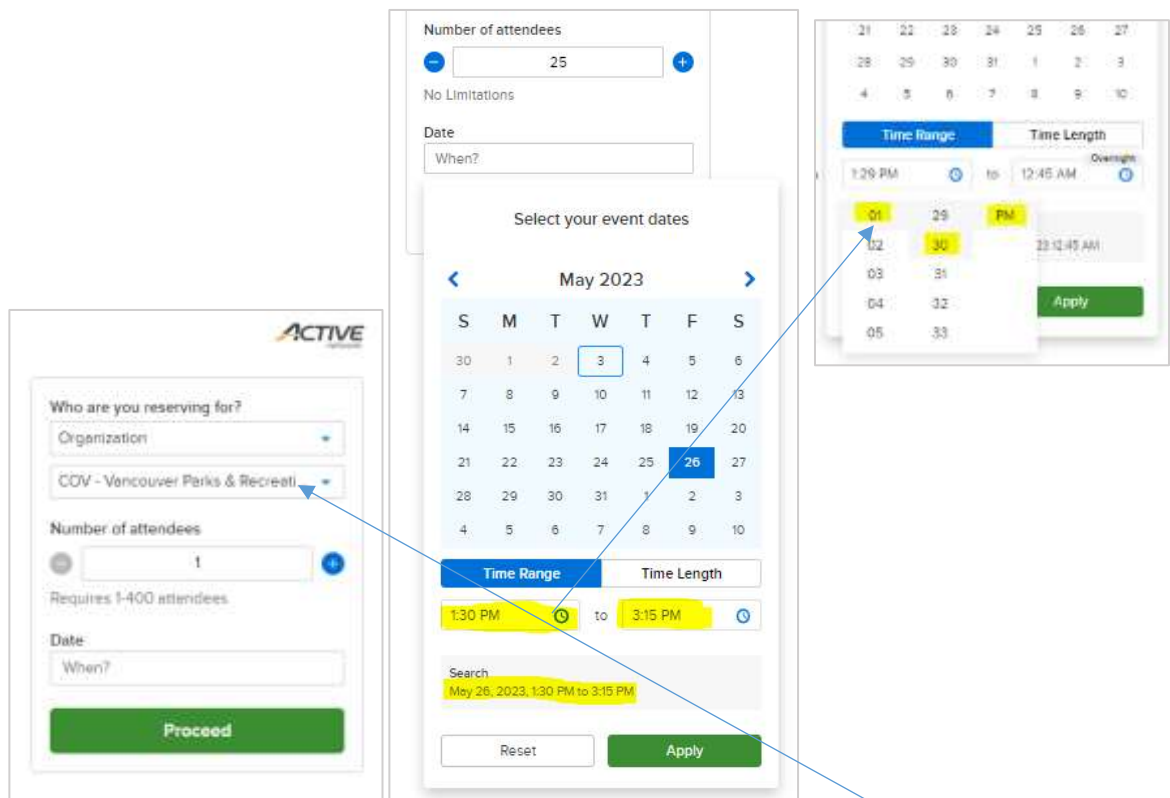
5. From this screen, select a month, date and time. Please note that the schedule will display the times when the facility is open, but the available hours will be 15 min less. For example, the schedule here below shows the availability from 1:30-3:30pm; however, the rink is only available to rent from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

6.

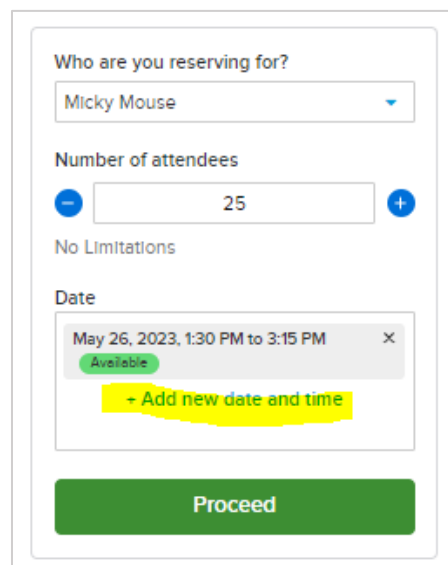
Facility openings calendar Today < May 2023 >

S	M	T	W	T	F	S
30	1	2	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 6:00 AM - 8:30 AM 1 More	8 12:00 AM - 12:45 AM 3 More	9 12:00 AM - 12:45 AM 4 More	10 12:00 AM - 12:45 AM 3 More	11 12:00 AM - 12:45 AM 4 More	12 12:00 AM - 12:45 AM 4 More	13 6:00 AM - 7:00 AM 1 More
14 6:00 AM - 8:30 AM 1 More	15 12:00 AM - 12:45 AM 3 More	16 12:00 AM - 12:45 AM 4 More	17 12:00 AM - 12:45 AM 3 More	18 12:00 AM - 12:45 AM 4 More	19 12:00 AM - 12:45 AM 4 More	20 6:00 AM - 7:00 AM 1 More
21 6:00 AM - 8:30 AM 1 More	22 12:00 AM - 12:45 AM 3 More	23 12:00 AM - 12:45 AM 4 More	24 12:00 AM - 12:45 AM 3 More	25 12:00 AM - 12:45 AM 4 More	<div style="border: 1px solid black; padding: 5px;"> 12:00 AM - 12:45 AM 6:00 AM - 6:30 AM 7:45 AM - 10:00 AM 1:30 PM - 3:30 PM 9:45 PM - 11:15 PM </div>	
28 6:00 AM - 8:30 AM 1 More	29 12:00 AM - 12:45 AM 3 More	30 12:00 AM - 12:45 AM 4 More	31 12:00 AM - 12:45 AM 3 More	1 12:00 AM - 12:45 AM 4 More	2 12:00 AM - 12:45 AM 4 More	3 6:00 AM - 7:00 AM 1 More
4 6:00 AM - 8:30 AM 1 More	5 12:00 AM - 12:45 AM 3 More	6 12:00 AM - 12:45 AM 4 More	7 12:00 AM - 12:45 AM 3 More	8 12:00 AM - 12:45 AM 4 More	9 12:00 AM - 12:45 AM 4 More	10 6:00 AM - 7:00 AM 1 More

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



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



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

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

- Once initialed, click on the green **Reserve** button near the top of the screen to complete your booking request and then click **Finish**. This step will submit the reservation request.

- 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.