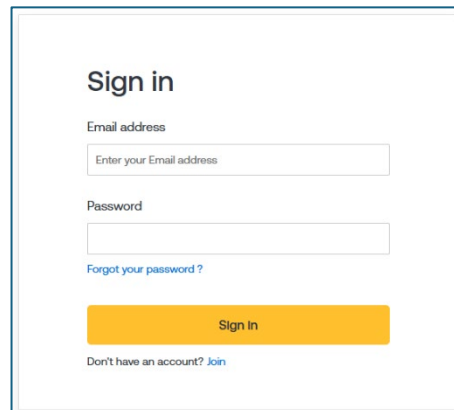


## How to Request a Facility Reservation (Organization)

1. Sign into your online account or open one using your VSB email address. The online account linked to the VSB email address is required to receive the school's discounted rental rates.



Sign in

Email address

Enter your Email address

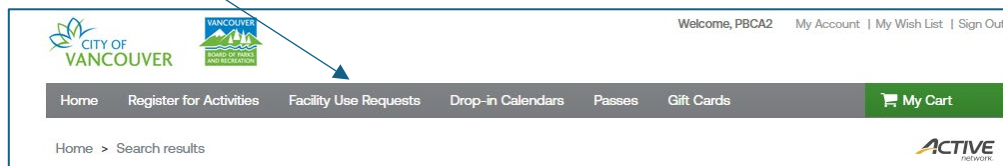
Password

Forgot your password ?

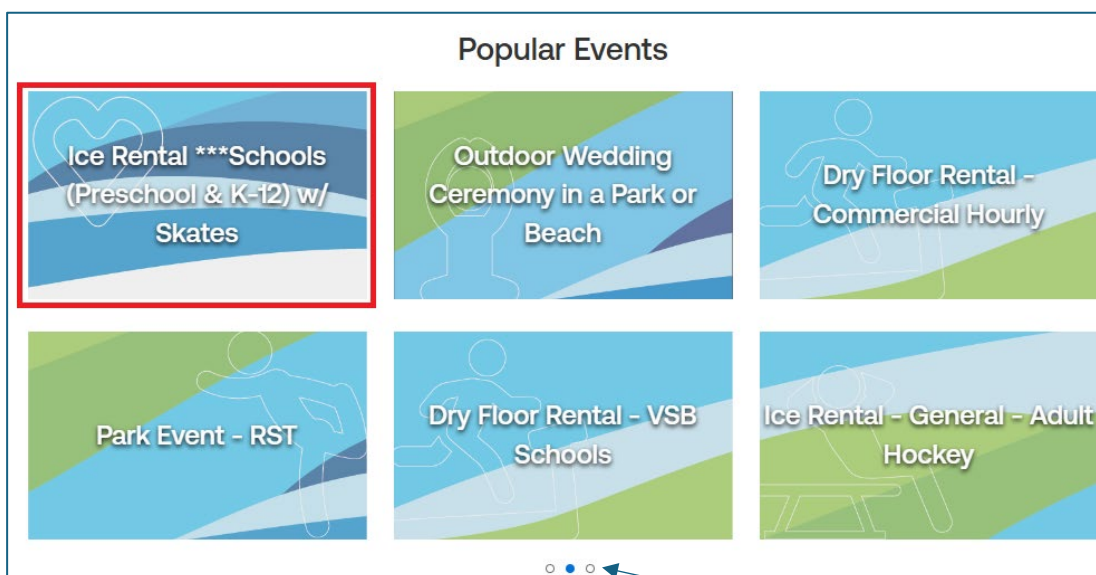
Sign In

Don't have an account? [Join](#)

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



3. Under **Popular Events** click on the schools' category/tile to submit a request.



If the school category/tile is not displayed on the first page, click on the 2<sup>nd</sup> or 3<sup>rd</sup> dot here, then click on the appropriate tile.

4. The system will display the list of locations available to rent under the category/tile selected.

### Resource Search

Search for locations or facilities to reserve

Search

Date and time Attendee Facility type **1 Event type** Reservation group Amenity Reset all

Found 3 matching result(s) Sort by: Distance

Facility

**\*Hillcrest Rink** 3.08 km

\*Ice Rink

\*Hillcrest Rink Unlimited Reserve by minute

Facility

**\*Trout Lake Rink** 3.43 km

\*Ice Rink

\*Trout Lake Rink Unlimited Reserve by minute

Facility

**\*Sunset Rink** 5.36 km

\*Ice Rink

\*Sunset Rink Unlimited Reserve by minute

5. The reservation system will display a calendar set to the current month by default. Click the arrow in the top-right corner to move to the next month.

### Facility openings calendar

Today < Jun 2025 >

S	M	T	W	T	F	S
1 12:00 AM - 12:45 AM 1 More	2 12:00 AM - 12:45 AM 1 More	3 12:30 AM - 12:45 AM 2 More	4 12:30 AM - 12:45 AM 2 More	5 12:00 AM - 12:45 AM 1 More	6 12:15 AM - 12:45 AM 1 More	7 11:30 PM - Midnight
8 12:00 AM - 12:45 AM 1 More	9 12:00 AM - 12:45 AM 2 More	10 12:30 AM - 12:45 AM 2 More	11 12:30 AM - 12:45 AM 2 More	12 12:00 AM - 12:45 AM 1 More	13 12:15 AM - 12:45 AM 1 More	14 11:30 PM - Midnight
15 12:00 AM - 12:45 AM 1 More	16 12:00 AM - 12:45 AM 2 More	17 12:30 AM - 12:45 AM 2 More	18 12:30 AM - 12:45 AM 2 More	19 12:00 AM - 12:45 AM 1 More	20 12:15 AM - 12:45 AM 2 More	21 11:30 PM - Midnight
22 12:00 AM - 12:45 AM 1 More	23 12:00 AM - 12:45 AM 2 More	24 12:30 AM - 12:45 AM 2 More	25 12:30 AM - 12:45 AM 3 More	26 12:00 AM - 12:45 AM 3 More	27 12:15 AM - 12:45 AM 2 More	28 1:00 PM - 3:15 PM 1 More
29 12:00 AM - 12:45 AM 2 More	30 12:00 AM - 12:45 AM 2 More	1	2	3	4	5

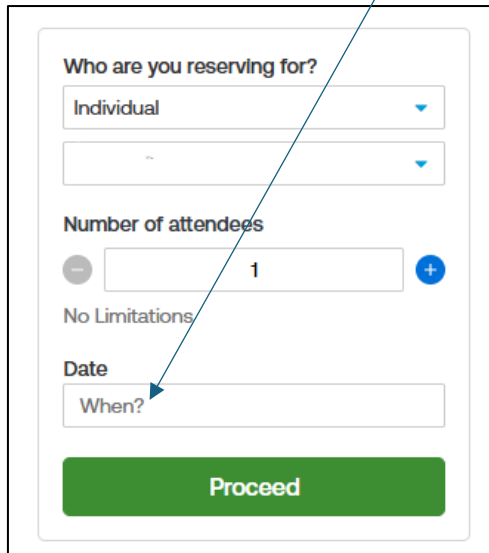
  

18 12:30 AM - 12:45 AM 2 More	19 12:00 AM - 12:45 AM 1 More	20 12:15 AM - 12:45 AM 2 More	21 11:30 PM - Midnight
25 12:30 AM - 12:45 AM 3 More	26 12:00 AM - 12:45 AM 3 More	27 12:15 AM - 12:45 AM 2 More	28 1:00 PM - 3:15 PM 1 More

Hover the mouse pointer over the word "more" (in blue) to view the additional times available.

**Example:** on June 19, the hours between **9:45am and 12:00pm** are open, but **only available to rent until 11:45am**. The system reserves the last 15 min for an ice clean at the end of the booking.

To proceed with the reservation, click in the box located on the right-hand side of the screen under **“Date,”** to display the **“Event Dates selection box.”** Then, under **“Time Range,”** input the start and ending times - these hours will be the rental’s duration. Then click on **“Apply.”**



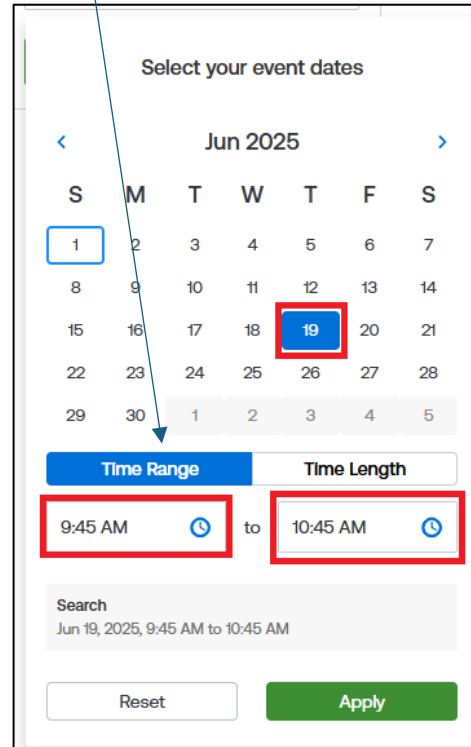
Who are you reserving for?  
Individual

Number of attendees  
1

No Limitations

Date  
When?

Proceed



Select your event dates

Jun 2025

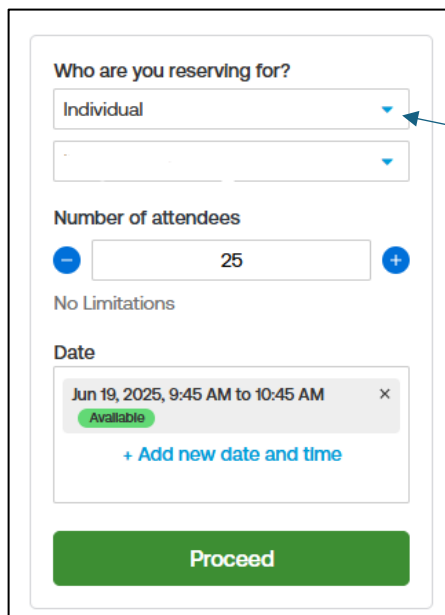
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Time Range: 9:45 AM to 10:45 AM

Time Length

Search  
Jun 19, 2025, 9:45 AM to 10:45 AM

Reset Apply



Who are you reserving for?  
Individual

Number of attendees  
25

No Limitations

Date  
Jun 19, 2025, 9:45 AM to 10:45 AM  
Available  
+ Add new date and time

Proceed

If permit holder is part of an organization, please click on the drop down under **“who are you reserving for?”** and select the organization or leave it as an **“Individual”** add the number of attendees and then click on **“proceed.”** **School reservations allow max 75 attendees for one skate shop attendant. Beyond 75 people, two skate attendants are required. These staff members not only work at the skate shop, but also assist with crowd control.**

6. In the **Reservation Form** screen, input the event's details or add another booking. **For School Hockey use, staff & skate rentals are not required.** An office staff member will manually remove these charges.

## Reservation form

\* Required fields

### Event details

Who are you reserving for? \*

Individual

Event name \*

School Hockey Practice

Event type \*

Ice Rental \*\*\*Schools (Preschool & K-12) w/ Skates

### Booking information

[Remove all resources](#)

\*Hillcrest Rink

Thu

Jun 19, 2025 9:45 AM - 10:45 AM

25

### School Hockey Practice

\*Hillcrest Rink 1 booking \$180.51

### Fee summary

Subtotal	\$180.51
Tax	\$9.16
<b>Total</b>	<b>\$189.67</b>

[Add to cart](#)

[Add another resource](#)

Scroll down to answer the custom questions. If the rental is for hockey use, in the second question, please indicate that skate rentals and staff are not required.

- a. Once all custom questions are answered, it is required to initial the acknowledgments.

### Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

☒ \* I have read and agree to [Ice Rental Terms and Conditions](#).

☒ \* I have read and agree to [Recreation Facility Use Agreement](#).

Please enter your initials below

CA

- b. Click on the green **Reserve/Finish** button near the top of the screen to complete the reservation and then click **Finish**. This step will submit the reservation request.

PO

1 item, \$189.67 in total

### Hockey Practice

\$189.67

\*Hillcrest Rink

Jun 19, 2025 9:45 AM - 10:45 AM

Attendee(s): 25

Resource level fee

\$150.24

Subtotal

\$180.51

Taxes

\$9.16

Deferred to Payment Plan

-\$189.67

### Order Summary

Subtotal	\$180.51
Taxes	\$9.16
Deferred to Payment Plan	-\$189.67
<b>Due Now</b>	<b>\$0.00</b>

[Finish](#)

RESERVATION REQUEST

1 Resource(s): \*Hillcrest Rink

Number of booking(s): 1

[Payment plan](#)

- c. Once the rentals office receives the online request, a staff member will review it and email to permit holder the permit's approval or confirmation. If the school is a private institution, a staff member will also email to permit holder a request for a certificate of insurance before approving the rental agreement.