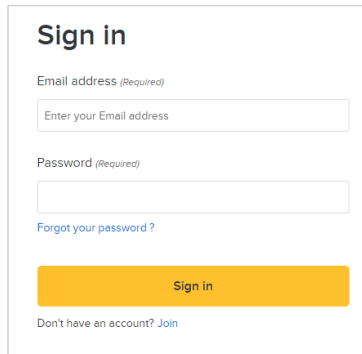


How to Request a Facility Reservation

1. Sign into your account



Sign in

Email address *(Required)*

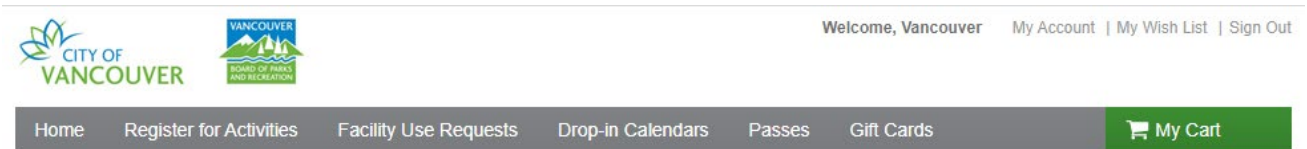
Password *(Required)*

[Forgot your password ?](#)

Sign in

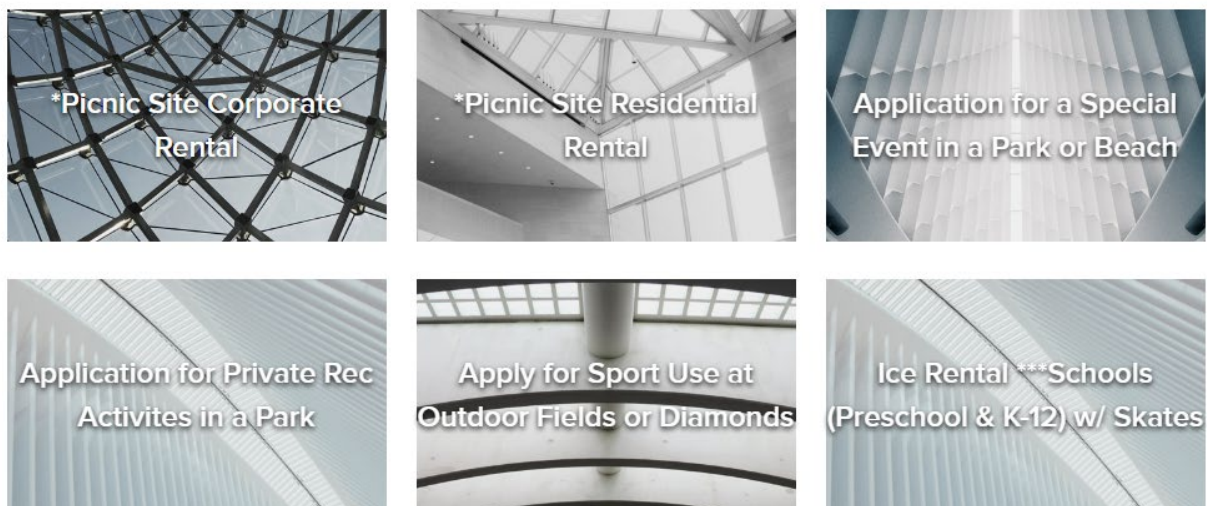
[Don't have an account? Join](#)

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



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

Popular events



1 2 3

- 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
- Click on the tile you wish to request a booking

3. From this screen, please select a location you would like to request a facility reservation

- At the right hand column of your screen, please fill in the fields listed below. Here you can book on behalf of yourself or, if applicable, your organization
- To select a date click in the **Date** field and a calendar will display. Select date and time and click on **Apply**

- If you would like to request another booking at the same site, click on **+ Add new date and time**
- If you are ready to proceed to the check out screen, please see next step

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

Reservation form

Required fields are marked *

Event details

Who are you reserving for? *

Individual

Vancouver Parks Board

Event name *

Please enter an event name.

Event type * ?

Please select an event type

Event

Jericho Pond Picnic Site	2 bookings \$0.00
Fee summary	
Subtotal	\$0.00
Tax	\$0.00
Total	\$0.00

Reserve

Add another resource

Custom questions

Request Submission Acknowledgements

If approved, the time you are requesting is the time you will access to the space. This includes access for caterers, set up, event, and take down. *

Yes, I have accounted for set up and clean up time

Please note that this a REQUEST for use of space only and is NOT AN APPROVED/CONFIRMED RESERVATION. Requests will be reviewed by staff and follow up will be provided to you. *

I understand

- Once you have answered the custom questions, you are 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 [Creekside Centre Rental Agreement](#).

Please enter your initials below

CN

- Once initialed, click on the green **Reserve** button near the top of the screen to proceed to complete your booking request. *Please note that depending on the site requested, you may be asked to check out and pay for an application fee. Some sites will review your request and reach out to you regarding your booking request.*