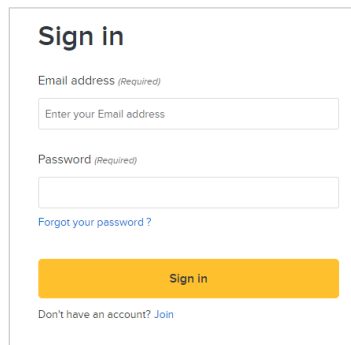


## How to Request a Facility Reservation: Quick Reservation

1. Sign into your account



**Sign in**

Email address *(Required)*

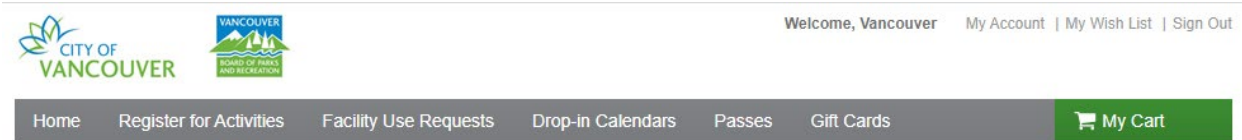
Password *(Required)*

[Forgot your password?](#)

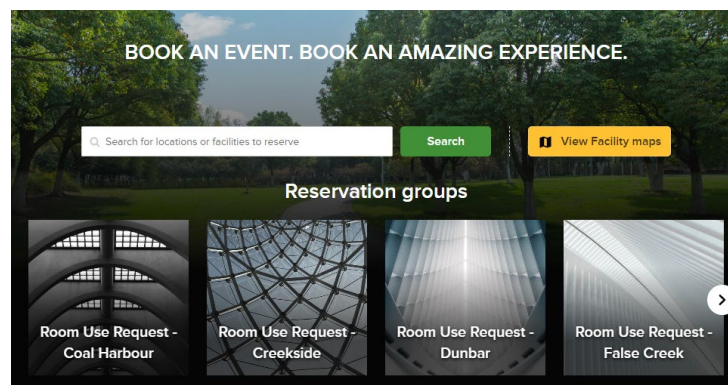
[Sign in](#)

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

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

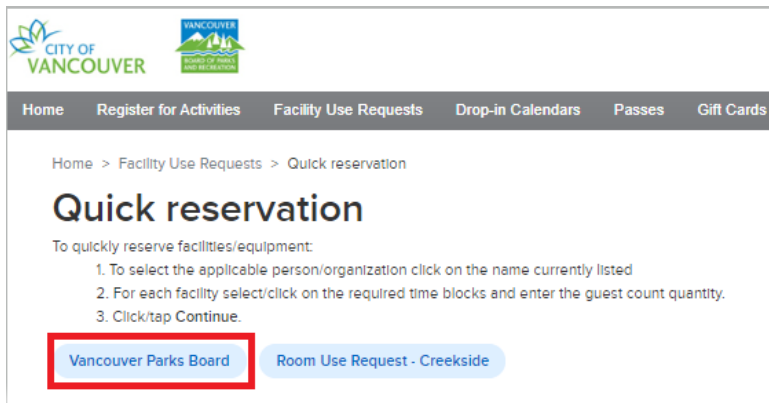


3. Under **Reservation Groups**, select one of the options you would like to make a facility reservation request



- If you do not see the Community Centre or Arena you wish to reserve, click on the "2<sup>nd</sup> or 3<sup>rd</sup>" page
  - Click on the tile you wish to request a booking or
4. If you would like to view all options please toggle to the end of the list by using the right arrow until you see the tile labelled **View All** or use the Search function to find a specific facility ie. Gymnasium.
  5. Select the facility/site you would like to book and proceed to the reservation page

- On the Quick Reservation page, choose who will be named on the permit. To change the name or book on behalf of an organization click on your name (highlighted in red box) for a drop down list and select the applicable one:



- Next, on the same page, select the facility, time(s) and date you would like to request a facility reservation

Resources and attendees	9:00 AM	9:15 AM	9:30 AM	9:45 AM
Dance Studio - Creekside				
Gymnasium - Creekside				
Multipurpose Room 1 - Creekside	9:00 AM - 9:15 AM	9:15 AM - 9:30 AM	9:30 AM - 9:45 AM	9:45 AM - 10:00 AM
Multipurpose Room 2 - Creekside				
Multipurpose Room 3 - Creekside				
Multipurpose Room 4 - Creekside				

- To select a date, click on today's date in blue on the right hand side of the screen
- To set time range, click on the clock icon with **Set time range** beside the Resources and attendees header. Select the timeframe and click on **Apply**
- If the tiles are greyed out, the facility is not available.
- To select the space and time for your reservation request, click on the start and end time tiles you would like for your booking
- Adjust your attendee number and click on the green **continue** button on the bottom right corner

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

## Quick reservation form

Required fields are marked \*

### Event details

Event name \*

Please enter an event name.

Reserve for Vancouver Parks Board

Event type CC Room Rental - Creekside

### Booking information

[Remove all resources](#)

Dance Studio - Creekside

Wed May 24, 2023 9:15 AM - 11:15 AM

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### 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

Event	
Dance Studio - Creekside	1 booking
	\$110.00
Fee summary	
Subtotal	\$110.00
Tax	\$5.50
<b>Total</b>	<b>\$115.50</b>
<a href="#">Reserve</a>	

- Once you have answered the custom questions, you may be required to initial a waiver/acknowledgment form:

### 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 be in touch with you in respect to your booking request.*