



SCHOOL DISTRICT #27 RENTAL REQUEST FORM

Twin Ice Arenas Cariboo Memorial Recreation Complex

Instructions:

Please complete this form indicating the dates and times that you are requesting to utilize one of the ice rinks.

City reserves the right to reject applications and requests from users who submit forms which are not complete or contain incorrect information.

Return completed form to Community Services:
 Facility Booking Clerk
 525 Proctor Street, Williams Lake, BC V2G 4J1,
 E-mail: bschick@williamslake.ca;
 Phone: 250-392-1790; Fax 250-398-7884.

School Information:						
School:			Grades:		Ages:	
Full Name:			# Of Participants:			
Email Address:				Telephone:		
Booking Request:	Rink 1	Rink 2	**Requested Rink is not a guarantee**			
Start Date:	Start Time	Mon	Tues	Wed	Thurs	Fri
End Date:	End Time	Mon	Tues	Wed	Thurs	Fri
Additional requests/comments:						
Signature:						
<i>I have read and understand the policies, procedures and corresponding instructions attached to this form. I understand this is a rental request and does not guarantee a rental until confirmed with the Booking Clerk.</i>						
_____			_____			
Date			Signature			
Office Use Only:						
Received by:						
Date Received:			Date Completed:			

Cariboo Memorial Recreation Complex Information For School District Skate Sessions

The intent of this agreement / rental request is to ensure complete transparency and understanding of the policies and procedures for use of the Twin Ice Arenas at the Recreation Complex.

Procedure: All Teachers will book a minimum of 72 hours in advance for the skates requested. When booking, the Teacher in charge will provide the Booking Clerk with the list of any volunteers that will be in attendance. The number of participants that will be skating and the average ages will also be a requirement. Upon arrival to the Cariboo Memorial Recreation Complex, the Teacher will check in with the Administration desk before admittance.

Twin Ice Arena Guidelines:

- Helmets are mandatory for children 12 years of age or younger and strongly recommended for all skaters. (Bike or hockey helmets).
 - Hockey helmets are encouraged to be worn by all skaters.
- Children 6 years or younger must be supervised by a responsible person, 16 years or older.
- Patrons must be wearing skates on the ice surface.
 - Rocks and dirt will destroy the integrity of the ice surface. Running shoes on the ice present a slipping hazard which could lead to a head injury.
- Food, drink and chewing gum are not permitted.
 - Spillage will destroy the ice. Chewing gum is a choking hazard.
- Sitting on or jumping over the boards is not permitted.
- Umbrella strollers, sleds and toboggans are not permitted on the ice.

These policies and expectations are to ensure the safety of all patrons at the Cariboo Memorial Recreation Complex. Please contact the Booking Clerk at 250-392-1790 for more information regarding ice rentals.