

Required fields are denoted with \*



## Arena Facility Booking Request Form - ICE

### CONTACT INFORMATION *(of individual submitting request)*

Name\*: \_\_\_\_\_

Phone Number\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

### ORGANIZATION / GROUP INFORMATION

Organization Name\*: \_\_\_\_\_

Name of Person with Signing Authority\* *(for naming on contract)*: \_\_\_\_\_

Organization Phone Number\*: \_\_\_\_\_

Organization Email\*: \_\_\_\_\_

Organization Address\* *(if billing and shipping addresses differ, please provide both)*:  
\_\_\_\_\_  
\_\_\_\_\_

### What type of organization or group are you?\*

- ☐ **Organized Youth Group/Association/League** - Non-profit user group offering supervised, structured activity involving skill development for ages 0-18 years. Membership must be solicited through an open public registration.
- ☐ **Organized Adult Group/Association/League** - Non-profit user group offering structured activity and whose majority of members are over 18 years of age. Membership must be solicited through an open public registration.
- ☐ **Private Individual/Community Group** - Non-profit user group or individual offering supervised, structured activity for members of an affiliated organization, without an open public registration process.
- ☐ **Commercial Youth Group** - For-profit user group offering supervised, structured activity involving skill development for ages 0-18 years.
- ☐ **Commercial Adult Group** - For-profit user group offering structured activity and whose majority of participants are over 18 years of age.
- ☐ **Other:** \_\_\_\_\_
- ☐ **Unsure**

Required fields are denoted with \*

**How many members did your organization or group have last year?\*** \_\_\_\_\_

**Do you anticipate your membership increasing, decreasing or not changing – and why?\***

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Increasing | <input type="checkbox"/> Not changing |
| <input type="checkbox"/> Decreasing | <input type="checkbox"/> Unsure       |
- 
- 

**What percentage of your membership are residents of the Saanich Peninsula?\*** *(Saanich Peninsula including the District of North Saanich, Town of Sidney, District of Central Saanich and BOKÉĆEN (Pauquachin), STÁUTW (Tsawout), WJOLÉLP (Tsartlip), and WSIKEM (Tseycum) First Nations.)*

- |                                      |                                 |                                  |
|--------------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> None        | <input type="checkbox"/> 51-70% | <input type="checkbox"/> 91-100% |
| <input type="checkbox"/> 50% or less | <input type="checkbox"/> 71-90% |                                  |

**Does your organization or group primarily serve or represent any of the following marginalized or equity-deserving communities? \*** *(Please select all that apply)*

- ☐ Indigenous Peoples (First Nations, Inuit, Métis)
- ☐ Black communities
- ☐ Other racialized communities (e.g., South Asian, East Asian, Latinx, Middle Eastern, etc.)
- ☐ 2SLGBTQIA+ individuals
- ☐ People with disabilities
- ☐ Refugees or newcomers to Canada
- ☐ Low-income or economically marginalized individuals
- ☐ Youth
- ☐ Seniors
- ☐ Women and gender-diverse people
- ☐ Other: \_\_\_\_\_
- ☐ None of the above

**When did your organization or group last rent Arena facility time at Panorama Recreation Centre?**

- |   |  |                                 |
|---|--|---------------------------------|
| <input type="checkbox"/> 2024-25 Ice Season | <input type="checkbox"/> Prior to 2023-24 Ice Season | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> 2023-24 Ice Season | <input type="checkbox"/> New this season             |                                 |

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## REQUEST DETAILS - Part 1

One line per unique timeslot. All timeslots are assumed to repeat weekly unless otherwise specified.

**End of session ice cleans are excluded from booked time.** Mid-session cleans are included in booked time.

If insufficient number of rows in table for number of timeslots to request, please complete a second form.

[illegible]

Required fields are denoted with \*

REQUEST DETAILS - Part 2

End of session ice cleans are excluded from booked time. **Mid-session cleans are included in booked time.** Mid-session cleans will be booked at ½ way point of timeslot unless otherwise requested. Staff will do their best to accommodate ice sheet preferences but, it cannot be guaranteed.

Timeslot Reference; From Previous Question	Number of Ice Sheets Needed*	Sheet Preference*  A - Arena A B - Arena B	Dressing Room Required?*	Number of Dressing Rooms Required*	Ice Cleans*		Notes
					Mid- Session Clean Desired?	Type of Mid-Clean Desired	
Ex:	1	No preference	Yes	1	No	N/A	
Ex:	2	B	Yes	2	Yes	10min Clean	
1							
2							
3							
4							
5							
6							
7							
8	<input type="checkbox"/>						

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**Other comments** *(Please do not disclose any personal information of yourself or others that is not directly pertinent or required for consideration of this facility request.):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any personal information is collected by the Capital Regional District (CRD) under Section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of reviewing and executing the court block booking request(s) at Panorama Recreation. Should you have questions about the collection of this information, please contact:

Katherine Beck, Manager of Program Services  
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(250) 655-2174 | [kbeck@panoramarec.bc.ca](mailto:kbeck@panoramarec.bc.ca)