

School Gym Bookings

(for team use only)

Hi, my name is Jenny Ho and I will be assisting with the coordinating of all school gymnasium bookings between Richmond Minor hockey teams and the Richmond School Board.

If your team is interested in booking a facility to hold your own team dryland sessions, the Richmond School Board will provide space to our Association, and there is no rental fee unless your team doesn't show. If you do book and then don't show up, your team will be charged for the missed time. If your team needs to cancel any bookings once the rental is finalized, there is a minimum of 7 days notice required for a reservation cancellation and if it's less than 7 days it will result in a charge to the rental group.

Here are some tips to get your booking started:

- 1) Your team will need to apply for a Special Event Sanction from BC Hockey, please check their website for instructions, <http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>. It is easy to complete as it is now online and when you indicate the reason as 'Dryland', please elaborate as you cannot just say, 'Dryland.'
- 2) Your team will need to have insurance coverage in the event of injuries, which we already have and the Richmond School Board has received a copy of Richmond Minor's Insurance policy.
- 3) Please contact me at hockeyrmha@gmail.com to request your team booking and request the Richmond School Board Rental Application form. I will need to verify the validity of your team with the Richmond School Board. Please note that from the time you submit your completed request to Richmond School Board, it will take about 2 weeks for processing. Once a gym has been assigned to your team, you will receive an email from the City of Richmond Booking Clerk or myself with your detailed invoice of dates & time booked.

If you have any further questions or need assistance, please contact me. I may be reached at 604-816-8622 or at hockeyrmha@gmail.com. Enjoy the rest of your season!