

May 9, 2022

Dear KAFH User Groups,

Reference: 2022 – 2023 September – February 28 2023

Below is the request form for Regular Fall and Winter indoor pitch use for the 2022 – 2023 season. Our allocation meeting will be on June 15th at 6:30pm at the Pomeroy Sport Centre in the West Meeting Room.

This year we are hoping to see more larger events, and each group will be working with each other once more. Often times, this means making concessions for others for their sport to be successful in our shared spaces. We appreciate everyone making room for each other.

We will be requesting each group who saw a significant drop in registration and bookings to ensure their requests are reflective of actual use, versus requesting space that will not be allocated. This will allow other groups and programming opportunities for the community to make use of cancelled pitch times.

If you have any questions or require further assistance with the allocation packages please email reservations@fortstjohn.ca.

Sincerely,



Victoria Butler
Facility Allocations Clerk
250 794 3307

reservations@fortstjohn.ca
vbutler@fortstjohn.ca

2022-2023 Fall and Winter Application for KAFH User Groups

Package Due date: Completed Package due on May 24th 2022 by 4:00pm

Allocation Period: September 1st 2022 – Feb 28 2023

(Any date requests received outside of this date range will NOT be allocated and you will be required to resubmit)

Allocation Meeting: Wednesday, June 15th 2022 at 6:30pm West Meeting Room

IMPORTANT PACKAGE INFORMATION:

1. **This is an application only.** Bookings are not confirmed until a rental agreement is in place.
2. Each tournament and special events requires a separate application.
3. We are closed for ALL Statutory Holidays, and will not book User Groups during SD60 breaks unless requested.
4. Groups are welcome to submit requests in their own format, however all requests must be submitted by the due date outlined above.

Organization Name:	
Society Number:	
Mailing Address:	
Billing Address:	

Full Name: _____

Signature: _____

Date: _____

2022-2023 Fall and Winter Application for KAFH User Groups Contact Information

**Only those named below are approved to do business on behalf of the organization without written consent*

Organization Approved Scheduling Contact(s):

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Organization Approved Special Events Contact: *(if different than above)*

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

Organization Approved Finance Contact: *(if different than above)*

Full Name:	Main Phone:
Position:	Alternate Phone:
Email:	

2022-2023 Fall and Winter Application for KAFH User Groups Reoccurring Request Form

Legend:

Start:	pitch start time	Reoccurrence:	weekly, biweekly, monthly, etc
End:	pitch end time	Location:	pitch or mezzanine
New?:	indicate Y / N for new booking requests	Booking Type:	indicate type of booking, soccer, rugby, fitness programs

Start Date:

indicate the first day this request will start

Day of week:	Start:	End:	Reoccurrence:	Location:	New? Y/N	Booking Type:	Start Date: mm/dd/yy
Monday(s):							
Tuesday(s):							
Wednesday(s):							
Thursday(s):							
Friday(s):							
Saturday(s):							
Sunday(s):							

2022- 2023 Fall and Winter Special Booking Request Form

Complete the following form for special bookings. A request form is for every Special Booking during the allocation period. Use a separate form for each request.

Due to the booking of public programming it is required to pre-book events a minimum of 4 months in advance. For complex bookings, please attach your request on a separate form.

Special Bookings: large tournaments, competitions, regional/provincial/national events, seminars, year end celebrations etc.

Special Booking/Event Information:

Event Title:		
Date(s):		
Time(s) and Location(s) of event:	Location(s):	Time(s):
Additional Requests:		

Event Questionnaire:

Question:	Yes	No	Unknown/ NA
Are your event dates somewhat flexible?			
Will you require additional spaces other than the pitch and it's amenities?			
Have you included additional spaces in your booking request?			
Is your event open to the public?			
Has your event been approved by any governing bodies (provincial/national bids)?			
Will you be serving alcohol at your event?			
Have you ran your event in the past?			
Are you the same person who will be in charge of this event?			
Will your event disrupt public programming (to the best of your knowledge)			