

January 8, 2024

Dear User Groups,

**Reference: 2024 PSC Dry Floor Allocation**

Below is the request form for the PSC Dry Floor 2024 season. Please ensure that the following information for your group is completed and emailed or dropped off to the Pomeroy Sport Centre by **4:00pm on Wednesday January 31.**

This allocation will be completed via email, should there be significant conflict or if a User Group requests a meeting, we will communicate that to everyone.

If you have any questions or require further assistance with the allocation packages please email [reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca).

Sincerely,

Heidi Avanthay & Cheryl Batten  
Allocations Clerks  
[reservations@fortstjohn](mailto:reservations@fortstjohn.ca)

## 2024 PSC Dry Floor

**Package Due date:** Completed Package due on January 31 at 4:00 PM

**Allocation Period:** 2024 Season

**Allocation Meeting:** Via Email. No meeting unless requested.

### **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.

<b>Organization Name:</b>	
<b>Society Number:</b>	
<b>Mailing Address:</b>	
<b>Billing Address:</b>	

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2024 PSC Dry Floor 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:	

## 2024 PSC Dry Floor Reoccurring Request Form

**Legend:**

<b>Start:</b>	pitch start time	<b>Reoccurrence:</b>	weekly, biweekly, monthly, etc
<b>End:</b>	pitch end time	<b>Booking Type:</b>	Lacrosse, Skateboarding, pickleball, ect.
<b>Location:</b>	rink use	<b>Start/End Date:</b>	indicate the first and last dates of this request

Day of week:	Start Time:	End Time:	Reoccurrence:	Location:	Booking Type:	Start Date:	End Date:
<b>Monday(s):</b>							
<b>Tuesday(s):</b>							
<b>Wednesday(s):</b>							
<b>Thursday(s):</b>							
<b>Friday(s):</b>							
<b>Saturday(s):</b>							
<b>Sunday(s):</b>							

## 2024 PSC Dry Floor 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:

<b>Event Title:</b>		
<b>Date(s):</b>		
<b>Time(s) and Location(s) of event:</b>	<b>Location(s):</b>	<b>Time(s):</b>
<b>Additional Requests:</b>		

### Event Questionnaire:

<b>Question:</b>	<b>Yes</b>	<b>No</b>	<b>Unknown/ NA</b>
Are your event dates somewhat flexible?			
Will you require additional spaces other than the dry floor and its 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 run 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)			