



How To Book Facilities

UNLESS OTHERWISE NOTED BELOW DO NOT BOOK FACILITIES DIRECTLY – YOU NEED THE BGHC HOCKEY CANADA INSURANCE TO BE APPLIED TO YOUR BOOKING. THAT ONLY HAPPENS IF THE FACILITY IS BOOKED BY THE BGHC.

City of Burlington Ice Pads

(Aldershot, Mainway, Appleby, Skyway, Central, Nelson and Mountainside)

1. Team representative (Coach, Manager, Treasurer) to check City of Burlington (COB) Facility Availability Viewer at:

<https://www.burlington.ca/en/parks-facilities-and-rentals/explore-facility-and-park-rentals.aspx>

2. e-mail BGHC Ice Scheduler your requested ice date, time and rink @ scheduler@bghc.ca
3. BGHC Ice Scheduler books with COB and confirms back to team
4. Payment to City provided by BGHC and ice is included in team's total ice hours for the season

Other Ice Centres (Oakville, Hamilton) or Private Facilities (Pond, Wave, Centre Ice, Gateway Stoney Creek)

1. Team staff books directly with the facility under the name: BURLINGTON GIRLS HOCKEY CLUB (BGHC) quoting your team name
2. Team staff notifies BGHC Ice Scheduler of dates, times and facility booked.
3. Ice Scheduler enters the booking on the master schedule so that insurance is in place
4. Payment provided directly by team

Room Rentals (City of Burlington)

1. E-mail Ice Scheduler the date(s), times and purpose of booking along with the room set up
2. Ice Scheduler checks availability with City and notifies team
3. Ice Scheduler books with City and confirms back to team
4. Payment provided by BGHC and team is subsequently billed

School Gyms (Halton School Boards)

1. E-mail Ice Scheduler the date(s), times and purpose for the booking (Halton District SB, Halton Catholic District SB)
2. Ice Scheduler checks availability with City and notifies team
3. Ice Scheduler books with City and confirms back to team
4. Payment provided by BGHC and team is subsequently billed

Parent/Player games; Birthday Parties; Teams Parties (Non rostered participants)

This is an uninsured event under Hockey Canada insurance. This booking needs to be in the name of an individual adult on the team and NOT in the name of the team or the BGHC. Hockey Canada insurance does NOT apply if anyone other than a rostered staff member is participating. In this situation, a parent/adult should book the ice personally and be sure to ***purchase added insurance for the event***. If the ice you wish to use is currently on your BGHC schedule, notify the Ice Scheduler. The ice will be returned by the BGHC and rebooked in the name of an individual team parent/adult.

QUESTIONS? NOT SURE? It is ALWAYS better to ask Ice Scheduler before proceeding