



**2025 FALL / 2026 WINTER
ARENA RENTAL REQUEST FORM**

September- March Bookings

Seasonal allocation due

Mon, April 7, 2025

Special Events (separate form) due

Mon, March 31, 2025

Please submit in PDF format – this form is fillable

Following the Burnaby Allocation Policy, the information provided on this form will be used in determining the distribution of rental time and application of the fees & charges.

| | | | | | |
|------------------------|-----------|--|---------------------------------------|--------------|----------|
| Group Name: | | | | | |
| Affiliate Association: | | | | | |
| Sport(s) Activity: | | | | | |
| Main Address: | | | | City: | |
| Email: | | | | Postal Code: | |
| Ice or Floor | | | Youth or Adult: youth is under 18 yrs | | |
| STATUS | Nonprofit | | Private | | Business |

| | | | | | |
|------------------|-------|--------|--------------|-----------|--|
| Primary contact: | | | | Position: | |
| Phone #: | Cell: | other: | | | |
| Address: | | | Postal code: | | |
| City: | | | Fax: | | |
| Email: | | | | | |

| | | | | | |
|--------------------|-------|--------|--------------|-----------|--|
| Secondary Contact: | | | | Position: | |
| Phone # | Cell: | other: | | | |
| Address: | | | Postal Code: | | |
| City: | | | Fax: | | |
| Email: | | | | | |

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call 604-294-7385.

SEASONAL TIMELINE

Bookings will not be made on stat holidays, unless by special requests

| | | | |
|--------|-------------------------------|-------------------|--|
| Fall | Tue, Sep 2 – Sun, Jan 4, 2026 | 17 weeks + 6 days | National Day for Truth & Reconciliation - Tue, Sep 30 |
| | | | Thanksgiving Day - Mon, Oct 13 Remembrance Day - Tue, Nov 11 Christmas Day - Thu, Dec 25 Boxing Day, Fri - Dec 26 |
| | | | Winter Break: Mon, Dec 22 – Sun, Jan 4 |
| Winter | Mon, Jan 5 - Sun, Mar 29 | 12 weeks | New Year's Day - Thu, Jan 1 |
| | | | Family Day - Mon, Feb 16 |
| | | | Spring Break: Mon Mar 16 - Sun Mar 29 |

| Facility | | First day of ice |
|----------------------------------|---------------|------------------|
| Rosemary Brown Recreation Center | RBRC – Rink B | Mon, Aug 18 |
| | RBRC – Rink A | Mon, Aug 25 |
| Kensington Complex | KENS | Tue, Sep 2 |
| Bill Copeland Sports Centre | BCSC | Tue, Sep 2 |

ROSTER & STATISTICS:

Complete the following based on the 2024/5 Fall/Winter season:

*Sports Group Application – Team Roster(s)

- MUST be completed in full & submitted with request.
- This documentation is required if the organization is comprised of 60% or more Burnaby residents – this information will be used to apply Community Youth and Community fees.

| | |
|-------------------------------|--|
| Total Number of Participants: | |
| Total # of Burnaby Residents: | |

ADDITIONAL INFORMATION:

- requests for meets or tournaments – must submit Request for Tournament or Special Event form
- days to omit on bookings (i.e. travel days or away tournament, etc.)
- dry space requirements – these will be processed through the specific facility.
 - groups have access to the change rooms 30 mins prior to and after the booked arena time.
 - Room bookings start & end on contracted times
- Additional information related to DEI

SUPPORTING DOCUMENTATION REQUIRED:

- Most recent AGM Agenda & Minutes and date of upcoming AGM
- Statement of Directors and Registered Office (certified copy of document filed with Province of BC)
- Sports Group Application – Team Roster - most current season
 - *Must include all fields of information requested*
- Proof of Insurance (if not already submitted)

return in pdf format to arenaallotments@burnaby.ca

Kimberly Suhr

Recreation Centre Supervisor 2

Rosemary Brown Recreation Centre & Arena Services

Direct: 604-421-3280

City of Burnaby | Parks, Recreation and Culture

Rosemary Brown Recreation Centre

7789 18th Street | Burnaby, B.C., V3N 5E5

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