

## **FREESTYLE RESERVATIONS at EWIP & CIA**

For March 16 - March 31

- All coaches/skaters may begin reserving freestyle sessions between March 16 - March 31 on **Sunday March 15 at 10am**.
- Reservations for EWIP freestyles should be made in writing to [icerreservation@gmail.com](mailto:icerreservation@gmail.com).
- Reservations for CIA freestyles should be made in writing to [mbradley@eastwesticepalace.com](mailto:mbradley@eastwesticepalace.com).
- Pre-payment will be required if a skater does not have any credit in the system. To prepay we will first make sure your reservation can be made. Once we confirm this we will email you and ask that you call in for payment. Please make your payment before coming in for the session.
- Reservations cannot be made over the phone.
- We prefer reservations to be made via email, but they can also be made in person at the rink by filling out the request form available in the box office.
- A written reservation request does not guarantee that a skater will get all sessions requested. Reservations are on a first come, first served basis by email and in-person time-stamp. The skaters who submit their requests earlier have a better chance of getting the sessions needed.
- Limit three (3) freestyle sessions per skater per day for written requests. Skaters may drop in for more.
- In the event the rink shuts down, skaters may get credit for unused freestyles but no refunds will be issued.
- Guest skaters and regular EWIP skaters will all be required to fill out the rink's travel questionnaire prior to skating on the ice.
- Guest coaches are required to submit a request form and fill out the questionnaire available online to management 3 days in advance of their visit. Guest coaches are generally given permission to visit two times per week. Exceptions can only be made by management.