

STEP 1: LOGIN OR CREATE ACCOUNT

1. If you don't have an existing account for HRM's Recreation system, click this link for step by step video instructions on how to [set up a new account](#) (or copy this link <https://youtu.be/0AgPyfMaPHo>) into your browser address bar.
2. Login at recreation.halifax.ca with your email address and password.

Note: You cannot make an online booking if your account has any outstanding unpaid charges.

NEW USER? If you are new to our recreation system, click the **Create a New Account** button on the right to get started. Here are some video links with step by step instructions on how to set up a new [Client Profile](#) or [Search/Register](#) for programs.

EXISTING USER? If you already have an account in our system, but cannot access it online, please contact us. Staff will be able to link your email address to your account profile and provide you with online access.

Email address*

Password*

[Reset Password](#) [Login](#)

STEP 2: SEARCH FOR AVAILABLE OUTDOOR FACILITIES

3. Once logged in, choose **Facility Rentals Availability**



4. **Advanced search** allows you to search for facilities by Event Type, geographic region Tags and date/time range:

Advanced search

Type of Event ^

Event Type*

Capacity

Rec Centre

All tags

Rental duration ^

:

Event Type: Choose (Online) Gymnasium in Rec Centre. The * indicates this is a required field.

Capacity: LEAVE BLANK. Do NOT enter a value.

Rec Centre: After selecting an **Event Type**, the **Rec Centre** field will default to your home Rec Centre. Choose a specific Rec Centre, or leave blank to search all facilities. Click the X to clear this field.

All tags: Select one or more **Tags** to search for facilities by geographic region. Click the X to clear a Tag.

Rental duration: Minimum rental is one-hour. Add extra time in 30 minute increments, as needed.

Advanced search

Click to choose a specific **Day of the Week** or leave as **All Days**.

Choose a **Date range** by clicking the calendar icon or type the dates in the boxes.

Choose a **Time range** by clicking the clock icon or type the time in the boxes.

Event time

All days

From Date * (MMM DD, YYYY) **To Date *** (MMM DD, YYYY)

Oct 28, 2021 Nov 28, 2021

From Time * (hh:mm A) **To Time *** (hh:mm A)

12:21 PM 11:59 PM

Rental duration

01 : 00

NOTE: To Time will default to 11:59 PM. Rec Centre rental availability hours differ by facility. Click here to see [recreation centre hours of operation](#).

5. Click **Search**, or to start over again, choose **Clear Filter** and enter new search criteria.

STEP 3: REVIEW SEARCH RESULTS

6. Review the search results. Available time slots are listed in chronological order. Both adult and youth facility rental rates are displayed; select the one that applies to your group.

Findlay - Gymnasium - Adult (online)

Available From Date: May 03, 2022 **Day of Week:** Tuesday

Available From Time: 10:00 AM **Available To Time:** 04:30 PM

Capacity: 1

Gymnasium availability for the **next 14 days** is shown. Gyms can be booked online **up to 4 days before** the event. Contact the facility if you want a date less than 4 days away.

View Details

Book

Select **View Details** for additional facility information, including the address and a map to the facility.

Select to **Book** and pay for this date/time at the facility.

If your search results list is too long:



- ✓ Choose only one **Rec Centre** or fewer geographic search **Tags**.
- ✓ Choose a shorter date range or a specific date or day of week.
- ✓ Narrow down your **From** and **To Times**.

STEP 4: BOOK AND PAY

7. When you select **Book** (above), a rental summary is displayed. If needed, you can make changes to the Start Time and Duration, or choose **Search Again**. Choose **Next** to proceed.

Facility details	Summary						
<p>Start date * (MMM DD, YYYY) End date * (MMM DD, YYYY)</p> <p>May 03, 2022 May 03, 2022</p> <p>Start time * (hh:mm A) End time * (hh:mm A)</p> <p>11:00 AM 12:00 PM</p> <p>Rental duration</p> <p>01 : 00</p> <p>Notes</p>	<p>Name Online Gymnasium Rec Centre Rental</p> <p>Facility Gymnasium</p> <p>Event type (Online) Gymnasium in Rec Centre</p> <p>Start time Tuesday 03 May 2022 11:00 AM</p> <p>End time Tuesday 03 May 2022 12:00 PM</p> <table border="1"> <tr> <td>Total discount</td> <td>\$0.00</td> </tr> <tr> <td>Total Tax</td> <td>\$4.88</td> </tr> <tr> <td>Total including tax</td> <td>\$37.38</td> </tr> </table> <p>Search again</p> <p>Next</p>	Total discount	\$0.00	Total Tax	\$4.88	Total including tax	\$37.38
Total discount	\$0.00						
Total Tax	\$4.88						
Total including tax	\$37.38						

8. If your online account has any outstanding charges/debt, this message will appear. **You cannot make any online bookings until all outstanding debt on your account is paid.**

Facility booking	Summary
<p>Your account is blocked, you appear to be in debt. Please visit the Bills and Payments page.</p>	<p>Name Online Arena Booking</p> <p>Facility Arena</p>

After making a payment to clear the debt, you will be able to make an online booking.

9. Review the **Last-minute Rental Rules and Conditions** that outline the conditions of rental.

Facility booking
<p>1 >>> LAST MINUTE RENTAL RULES AND CONDITIONS: 1. Last Minute Rentals are not and cannot be used to replace regular bookings. 2. All terms & conditions of a standard rental contract for the facility apply to Last Minute Rentals. Rental contract terms & conditions can be found at halifax.ca/LastMinute. 3. Last Minute Rentals are final and are non-refundable. 4. HRM reserves the right to limit Last Minute Rentals where it is considered to be used for profit or gain, or is being abused to replace regular contract bookings. 5. Last Minute Rentals are booked on a first come, first served basis. 6. HRM reserves the right to cancel or amend the implementation of Last Minute Rentals at any time at its discretion. If a booking is cancelled by the recreation facility, a credit for the booking will be added to the client's account.</p>

10. Indicate that you accept the Last Minute Rental Rules and Conditions and the [rental contract terms and conditions](#) for HRM indoor facilities. When finished, choose **Add to cart**.

The screenshot shows a form with three agreement sections on the left and a summary table on the right. The first section is 'I agree that equipment set-up is my responsibility *' with a dropdown menu containing 'I will set-up/take down any equipment used. Contact the facility about what equipment is available. X'. The second section is 'I accept all rental rules & conditions above *' with a dropdown menu containing 'Yes X'. The third section is 'I accept the rental contract terms/conditions for: *' with a dropdown menu containing 'HRM Indoor Facilities Contract X'. The summary table on the right has a light blue header and contains the following items:

Total discount
Total Tax
Total including tax

Below the table is a navigation bar with three buttons: 'Search again', 'Add to cart' (highlighted with a green arrow), and 'Previous'.

11. The booking is added to the online Cart. The next page will show the details of your rental. You can choose to **Add another rental** to make another booking, or **Go to cart** to make payment now.

The screenshot shows the 'Facilities and items' tab of a rental booking details page. It contains the following information:

Reference	424352	New
Name	Online Gymnasium Rec Centre Rental	
Event type	(Online) Gymnasium in Rec Centre	
Dates	May 03, 2022 10:00 AM - May 03, 2022 11:00 AM	
Expected Attendees	Not Set	

Below this is an 'Event Extras' section which is currently empty. At the bottom is a 'Charges' section with the following data:

Booking total	\$32.50
Balance outstanding	\$32.50

At the bottom right of the page are two buttons: 'Add another rental' and 'Go to cart' (highlighted with a green arrow).

12. From the **Cart**, review your rental summary and choose **Continue** to make payment. To cancel the rental from your cart, click the  and confirm that you want to remove the booking.

13. View the **Terms & Conditions** and click "I accept the terms & conditions". Select **Continue to Payment**.

Subtotal before tax	\$32.50
Tax	\$4.88
Total to pay	\$37.38
Total to pay now	\$37.38

14. Enter your credit card information and choose **Pay Now**.

15. You will receive a **Confirmation Notice** (receipt) email. Check your Junk/SPAM folder if the email does not appear in your inbox. Bring the confirmation notice with you to the facility on the day of your rental.