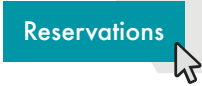


# USER'S GUIDE

## Facility availability site

### Consultation site access

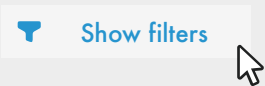
1. Go to [clic.dieppe.ca](http://clic.dieppe.ca)
2. Click on the Reservations tab at the top of the page.



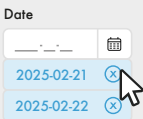
### Available facility search

#### Method 1: View all available facilities

On the home page, click Afficher les filtres **Show filters** to define the parameters of your search.



If you have a specific date in mind, delete the unwanted dates by clicking on the **X**.



To remove all dates, click on **Reset**.



To filter by site or facility type, use the drop-down menu and select the desired option.



**Scroll down to see the facilities available based on your criteria.**

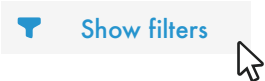
#### Method 2: Search by facility type

On the **home page**, select either **Ice** or **Meeting Room**.



Select the desired site in the chosen category.

Click on **Show filters** and apply the desired criteria (see "View all available facilities").



### Reservations

To book a rink or room, contact the reservations team:

 **506.877.7989**

 **[reservations@dieppe.ca](mailto:reservations@dieppe.ca)**

Online booking is currently unavailable.

### Conditions

1. All reservation requests must include full payment.
2. Payments are non-refundable for cancellations within 14 days of the booking date.
3. Changes are free with at least 14 days' notice.
4. Cancellations with at least 14 days' notice will receive a full refund, minus a \$35 administration fee.
5. Failure to comply with the rules may lead to suspension or revocation of facility access.
6. The City may cancel reservations if facilities are closed, issuing full refunds in such cases.