

2025 Community Hall Booking Process

Creating a New Account

Step One: Click link:

<https://app.univerusrec.com/northfrontenacpub/account/index.asp?ga=1&cna=1>

Step Two: Click “Click here to create a New Account”

I Don't Have An Account
Click here to create a New Account

Step Three:

a) Enter your information

Note: If you are a business or community group, enter that as first name and last name

(i.e. **First Name:** Clar Mill Community Volunteers **Last Name:** c/o Stephanie Lemke

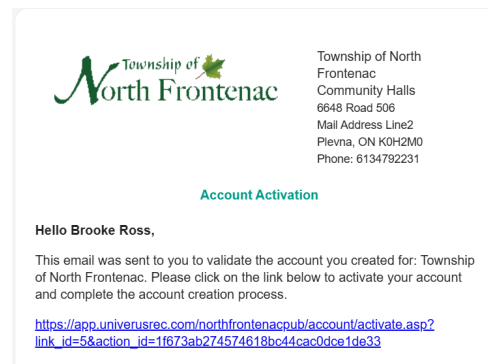
b) create a password

c) click the check box “I’m not a robot”

d) Click green “Next”

Step Four: Pending Activation

You will need to go to your email account, click the link in the activation email.



Your account is now activated.

Creating a New Booking

Start of the Home Page of the Booking Website

Step One: Click “Request Booking Now”



Request Booking Now

- Booked with us before? Click here to Log on
- After logon, view our Facility Availability

Step Two: “Make Facility Booking Request Now”

Click green “Facility Booking Request”



MAKE FACILITY BOOKING REQUEST NOW

1. Create your Account and/or logon to your account
2. Use the Activity Type Filter eg. Meeting Space to identify the right facility for your event
3. Select a Facility, Enter a Date and Time or Use the Calendar to search availability
4. Select desired timeslots, click Add Selected then click Continue to complete your request

Facility Booking Request

Step Three: Select from the list on left what hall you wish to book

- Township of North Frontenac (5)
 - Community Halls (5)
 - Clar-Mill (Plevna) Community Hall Max Occupancy: 149
 - Barrie (Cloyne) Community Hall Max Occupancy: 132
 - Ompah Community Hall Max Occupancy: 90
 - Harlowe Community Hall Max Occupancy: 138
 - Snow Road Community Hall Max Occupancy: 79

Step Four: Select the **Month** and **Year** you wish to book

Township of North Frontenac - Community Halls - Clar-Mill (Plevna) Community Hall						
Apr	▼	2025	▼			
Sun	Mon	Tue	Wed	Thu	Fri	Sat

Step Five: Click on the date you wish to book

Step Six: a time slot list in 1-hour increments will appear – select all the hour time slots you require (ensure you are booking for the entire time you need the hall, including set-up and tear down)

<input checked="" type="checkbox"/>	Date: Mon Apr 7, 2025	09:00AM - 10:00AM	Available
<input checked="" type="checkbox"/>	Date: Mon Apr 7, 2025	10:00AM - 11:00AM	Available
<input checked="" type="checkbox"/>	Date: Mon Apr 7, 2025	11:00AM - 12:00PM	Available
<input checked="" type="checkbox"/>	Date: Mon Apr 7, 2025	12:00PM - 01:00PM	Available

Step Seven: scroll to bottom and click the blue “Add Selected”

Step Eight: Rental Information

Type in event name

Click green “Continue”

Step Nine: Digital Signatures and Agreements

Type in the persons name who is signing the Agreement

Click green “Next”

Step Ten: You have now completed the booking request. All bookings will be sent to the Township for approval and to assign the appropriate rental rate.

Once the Township has approved the request you will be sent an e-mail confirmation with either “Approved” or “Declined” and then your invoice will show what you owe.



Township of North
Frontenac
Community Halls
6648 Road 506
Plevna, ON K0H2M0
Phone: 613-479-2231

Request Processed Invoice #4

Hello Brooke Ross,

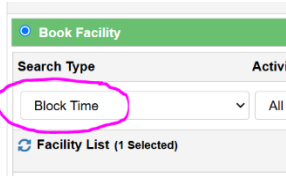
We have processed your facility booking request for Invoice #4.
The following facility booking requests have been approved or declined:

Township of North Frontenac - Community Halls - Clar-Mill (Plevna)
Community Hall
Thu Nov 14, 2024 12:00AM - 03:00AM Approved
Mon Apr 7, 2025 09:00AM - 01:00PM Declined

For more information please contact the system administrator.

Note: Re-occurring bookings:

When you are searching to book a facility – you will see the calendar on the right hand side, to change this view for re-occurring bookings – change the search type to “Block Time”.



Paying for your booking Online

Step One: Once your booking is approved go back to your account online:

<https://app.univerusrec.com/northfrontenacpub/account/account/index.asp>

Step Two: Click on the tab “Account”

Step Three: Click on the drop down green button under “Function”



Click “Pay”

Step Four: Enter in your payment details, then click “Process Payment”

You may still wish to pay in person at the Township Office, where we accept: cash, cheque or debit or at the community center in a red lock box located in the kitchen.

Cancelling your booking Online

1. Login to your account
2. Click “My Account”
3. Click “History”
4. Select the booking you want to cancel - click on the drop down green button under

“Function”



5. Click “Edit”
6. Hover over the highlighted times of your booking – then click once to delete