



EMPLOYEE AVAILABILITY FORM

2026–27 Inaugural Season · Fri, Nov 6, 2026 – Sun, Jan 10, 2027

147 W Thousand Oaks Blvd, Thousand Oaks, CA 91360

Please complete every section and return this form to your manager. Season schedules are built from it, so be as accurate as possible, and let us know right away if your availability changes.

1 Employee Information

FULL NAME

PHONE

EMAIL

POSITION(S) · E.G. SKATE GUARD, RENTALS, TICKETS, RIDES

18 OR OLDER?

☐ Yes ☐ No

MAX HOURS / WEEK

PREFERRED SHIFTS / WEEK

START DATE AVAILABLE

TODAY'S DATE

2 Rink Hours at a Glance Open every day of the season, holidays included

REGULAR WEEKS

Nov 6–22 · Nov 30 – Dec 18 · Jan 5–10

Mon – Thu 3:00 – 8:30 PM
Friday 3:00 – 10:30 PM
Saturday 11:00 AM – 10:30 PM
Sunday 11:00 AM – 8:30 PM

*Sessions start every 2 hours from opening:
90 min on the ice, then a 30-min resurface.*

HOLIDAY WEEKS

Nov 23–29 · Dec 19 – Jan 4

Every day 11:00 AM – 10:30 PM
Sessions every 2 hrs from 11 AM · last at 9 PM

SPECIAL HOURS

Nov 6 · Opening 5:00 – 10:00 PM
Dec 24 11:00 AM – 6:30 PM
Dec 25 1:00 – 8:30 PM
Jan 10 · Closing 11:00 AM – 8:30 PM

PROGRAMS & EXTRAS

Before, during & after public skating

Little's Skate Wed 11 AM – 12:30 PM
holiday wks: Wed 10 – 11 AM
Learn to Skate Sun 9 & 10 AM
Private Ice Sat 9 – 11 AM
Late Skate Fri & Sat 9 PM
Theme Tuesday last two sessions
Field Trips weekday mornings

3 Weekly Availability – Regular Weeks Nov 6–22 · Nov 30 – Dec 18 · Jan 5–10 — check every block you can work

Day	Rink Hours	Morning 9 AM – 2 PM	Afternoon 2 – 6 PM	Evening 6 PM – Close	Not available	Limits / Notes e.g. "after 4 PM" or "until 9 PM"
Monday	3:00 – 8:30 PM Cheap Skate Mondays	☐	☐	☐	☐	
Tuesday	3:00 – 8:30 PM Theme Tuesdays	☐	☐	☐	☐	
Wednesday	3:00 – 8:30 PM Little's Skate 11 AM – 12:30 PM	☐	☐	☐	☐	
Thursday	3:00 – 8:30 PM	☐	☐	☐	☐	
Friday	3:00 – 10:30 PM Late Skate 9 PM	☐	☐	☐	☐	
Saturday	11:00 AM – 10:30 PM Private Ice 9 – 11 AM	☐	☐	☐	☐	
Sunday	11:00 AM – 8:30 PM Learn to Skate 9 & 10 AM	☐	☐	☐	☐	

Morning blocks cover field trips, Little's Skate, Learn to Skate and private ice; afternoon and evening blocks cover public sessions. Staff shifts begin before doors open and end after the last session, so check the block that matches when you can be on site.



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4 Weekly Availability — Holiday Weeks Nov 23–29 · Dec 19 – Jan 4 — rink open 11 AM – 10:30 PM every day

Day	Rink Hours	Morning 10 AM – 2 PM	Afternoon 2 – 6 PM	Evening 6 PM – Close	Not available	Limits / Notes e.g. "after 4 PM" or "until 9 PM"
Monday	11:00 AM – 10:30 PM	☐	☐	☐	☐	
Tuesday	11:00 AM – 10:30 PM Theme Tuesdays	☐	☐	☐	☐	
Wednesday	11:00 AM – 10:30 PM Littles Skate 10 – 11 AM	☐	☐	☐	☐	
Thursday	11:00 AM – 10:30 PM Thanksgiving Nov 26 · Xmas Eve Dec 24	☐	☐	☐	☐	
Friday	11:00 AM – 10:30 PM Dec 25 from 1 PM · Late Skate 9 PM	☐	☐	☐	☐	
Saturday	11:00 AM – 10:30 PM Late Skate 9 PM	☐	☐	☐	☐	
Sunday	11:00 AM – 10:30 PM Learn to Skate 9 & 10 AM	☐	☐	☐	☐	

5 Key Dates Our busiest days — please confirm each one

Date	Event	Rink Hours	Available	Not available
Fri, Nov 6	Grand Opening · free skate 5–6 PM	5:00 – 10:00 PM	☐	☐
Thu, Nov 26	Thanksgiving	11:00 AM – 10:30 PM	☐	☐
Thu, Dec 24	Christmas Eve	11:00 AM – 6:30 PM	☐	☐
Fri, Dec 25	Christmas Day	1:00 – 8:30 PM	☐	☐
Thu, Dec 31	New Year's Eve	11:00 AM – 10:30 PM	☐	☐
Fri, Jan 1	New Year's Day	11:00 AM – 10:30 PM	☐	☐
Sun, Jan 10	Closing Day	11:00 AM – 8:30 PM	☐	☐

6 Dates You Cannot Work This Season Vacations, finals, family plans, other commitments

DATE(S)	NOTES

7 Anything Else We Should Know School schedule, second job, transportation, preferred roles or teammates

8 Acknowledgment

I confirm this availability is accurate for the 2026–27 season and I will tell my manager promptly if it changes.

EMPLOYEE SIGNATURE

DATE

MANAGER USE ONLY · RECEIVED BY / DATE