

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Ice Booking Policy Repeals Former Ice Rental Policy 7.08	<i>POLICY NUMBER:</i> <div style="text-align: center; font-size: 2em; font-weight: bold;">7.08</div>	<i>EFFECTIVE DATE:</i> August 1, 2005
<i>ORIGIN:</i> Planning, Development & Leisure Services	<i>ADOPTED BY COUNCIL ON:</i> <div style="text-align: center; font-weight: bold;">March 7, 2005</div>	<i>DATE AMENDED:</i>

1. GENERAL USE GUIDELINES

- a) All persons entering the recreation facilities are obliged to govern themselves in accordance with the regulations posted therein. The staff of the facilities are responsible for insuring that the regulations are adhered to by the patrons. A staff member is required to be on duty to ensure the safety of patrons, secure the facilities, and assist persons, groups or organizations during public functions.
- b) The management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period of time with just cause. Rowdiness, horseplay, running, foul language, physical violence, and other such acts which disrupt the program or the enjoyment of the event, by our patrons, or compromises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from the facilities and criminal prosecution of the individual(s) will be at the discretion of management.
- c) Alcoholic beverages are not allowed on the premises of any recreation facility, unless an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority. Smoking and smokeless tobacco are not permitted on the premises of any recreational facility.
- d) Management and staff will not be held responsible for loss or theft of articles within and on the recreation facility properties.
- e) Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.
- f) The use of equipment within the recreation facilities, such as time clocks, will be authorized provided those operators are fully trained in the proper use of the equipment prior to its use.

2. ARENA(S) OPERATING SEASON

For the purposes of ice time rentals and assessing the rates for ice rental, the arena shall have two seasons: Winter and Summer.

The **Winter Season** shall be inclusive of the following dates: **SEPTEMBER 1 TO MARCH 31**. The **Summer Season** shall be inclusive of the following dates: **APRIL 1 TO AUGUST 31**. These dates can fluctuate based on continuous programming requirements.

Priority of use will be based on, but not limited to, the following categories:

- 1) City Programs and City sponsored events.
- 2) Special and Annual Events.
- 3) Junior Hockey regular season games and playoff games.
- 4) Organized Senior – Games only.
- 5) Minor Sports Groups
- 6) Adult Programs (senior, intermediate, recreational, etc.).
- 7) Public Skating Events.
- 8) Casual ice rentals.

Summer ice will be made available only when there is enough continuous programming to warrant such use, unless the event organizer(s) is (are) prepared to negotiate fees for special use.

3. SCHEDULING

- a) For the purpose of this policy, a regular user will be defined as an individual or group that rents a specific block of time on a contract basis for the duration of the season or concentrated time period. A casual user will be defined as an individual or group that rents ice at the arena, on a “walk-in” or “call-in” basis and not on a seasonal basis. A special event will be defined as an event which does not occur in Melfort on a regular basis. This may be annually or a one time event. This does not include tournaments hosted or held by regular users.
- b) It is the responsibility of management to convene a special meeting, no later than May of each year. At this time, the annual ice user groups, as well as the special event groups, will have an opportunity to assess the previous year’s activities. They should come prepared to make tentative application for ice time and reserve dates for their coming special events. Additional meetings may be called in order to resolve scheduling requests and confirm start dates for the arenas.
- c) New groups requesting ice time should make their application for ice time no later than the end of May of each year.
- d) Our arenas are available for rental from 6:00 am to 12:00 am each day during the winter season. Requests for bookings outside of these times will be considered as they are received.

- e) All groups are hereby advised that, in order to accommodate and develop new activities within our facilities, circumstances may require existing groups to relinquish or relocate time, to accommodate the new activity. These requests will be discussed during the annual schedule meetings.
- f) Management will consider the requests in terms of the established priorities and past utilization of time in order to prepare, finalize, and promote the schedule of events for the season. Management reserves the right to make the final decision regarding facility rentals.
- g) All ice time will be sold in **block** times. Each group will be responsible for the use and payment of the ice from the start to the end of their block. Individual sessions within blocks are not considered to be block times.
- h) All groups will be required to enter into a formal agreement for seasonal and special event bookings.
- i) Any **exchanges** of ice time between groups will be made by written consent of the groups agreeing to the exchange and, finally, approved by management before implementation. It is the responsibility of all groups to provide the Leisure Services office with at least one (1) copy of their schedule requirements, at least one week prior to the commencement of usage, and also to book ample time for their activity or revise the activity to meet the time available.
- j) During the playoff season, it is imperative that the organizations involved inform the Leisure Services office of their ice requirements as soon as possible, in order that adequate scheduling may occur.
- k) Tournament draws must be submitted to the Leisure Services Department a minimum of 4 days prior to the start of the tournament.

4. DEPOSITS FOR RENTALS

- a) Regular user groups may be required to provide a deposit of one half ($\frac{1}{2}$) of the first month's rent. Calculation will be made on the number of hours being required on a monthly basis. The deposit will be credited to the season end invoice.
- b) Casual rentals will require full payment in advance, to be paid at City Hall.
- c) Special event rentals will be required to provide a deposit prior to or at the signing of the Agreement. Deposits will be calculated at 20% of the total rental along with any other fees that may apply at that time.

5. CANCELLATION POLICY

- a) All cancelled rental times will revert to the Leisure Services office for leasing purposes. **Subletting is not permitted by any facility user.**

- b) All cancellations are subject to a cancellation fee of (\$15.00) fifteen dollars for each event.
- c) Should the facility staff assess that the facilities are not suitable for use, and are not used, no fee will be charged.
- d) Special events require a minimum of 15 days notice to cancel their activity. Cancellations made with less than 15 days notice will result in the forfeiture of the deposit, unless specified otherwise by the Agreement.
- e) Regular User Groups will be required to provide at least 48 hours notice in order to cancel any of the allocated ice time. Cancellations made between 15 days and 48 hours prior to the scheduled ice time will be charged a cancellation fee. Cancellations made less than 48 hours will be subject to the full rental cost unless the ice time can be sold, in which case there will be no charge. There will be no charge for cancellations made prior to 15 days. No shows by regular users will be treated as less than 48 hours cancellation.
- f) Casual users are required to pay for the full rental upon booking of the ice time. Cancellations received at least seventy-two (72) hours prior to the use will be subject to a cancellation fee. Cancellations received less than the (72) seventy-two hour minimum will be responsible for the full rental cost.
- g) The City of Melfort has the right to request the use of the recreational facilities and lands for its own purpose, provided that the City gives the prior written notice of its intention to use the recreational facilities, acting reasonably, on a specified date, and that the City's proposed use does not adversely impact the revenues and expenses.

Unpredictable, unexpected or extreme situations will be taken into consideration for cancellation deadlines (i.e. Weather)

6. ACCOUNTS

- a) All ice time will be invoiced at the end of each month. The invoice will have a deadline date for payment.
- b) Payments received after the deadline dates will be subject to additional charges that may apply at that time.
- c) Groups that are chronically in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any ice allocation.
- d) Unless there is sufficient justification for not making payment by the due dates there may not be any consideration made for future ice time and the annual allocation of ice time blocks may be reassigned.

7. DRESSING ROOM REGULATIONS

The following regulations apply to use of the change rooms within all arena facilities:

- a) Coaches, managers, and authorized supervisory personnel are responsible for the conduct of their program participants and are required to be the first to enter and the last to leave the change rooms.
- b) Authorized personnel only are allowed in the change room areas and will be allowed to secure those areas with a dressing room key from maintenance staff. Authorized personnel are responsible for the safe keeping of dressing room keys.
- c) Damages resulting from the use of the change room facilities will be the responsibility of the group, association or league. Inspections by staff will be carried out on a regular basis to identify damaged areas. It is the responsibility of the user to inspect the facilities prior to use and report any damage to the maintenance staff immediately.
- d) Each room is equipped with garbage receptacles. All users are requested to deposit all debris into the receptacles in order to help keep the rooms in a tidy condition for all users.
- e) Smoking and smokeless tobacco is not permitted in the facilities.
- f) Groups are requested to vacate the change rooms within forty-five (45) minutes of the completion of their event for the last group of the day and within thirty (30) minutes during the daily schedule for maintenance and continued use by the next designated group. Failure to vacate the dressing room within forty-five (45) minutes as the last group of the day will result in additional charges.
- g) Use of cellular phones, personal digital assistants, or video devices are prohibited in dressing rooms and washroom facilities.

8. CLOSURE DATES

In accordance with the current CUPE Agreement Local 777, the following days shall be observed as statutory holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
First Monday in August	Boxing Day

These dates are considered closure dates unless the user is prepared to pay for the additional costs of operation necessary to keep the facility open at these times.

The facilities will close early on Christmas Eve.

9. PROGRAM PROMOTION

The Leisure Services office will promote the arenas activities through the following means:

- a) Post the weekly schedule for both ice surfaces at both facilities. Updates will be made as required.
- b) The weekly schedule will be faxed or e-mailed to regular users.

10. NORTHERN LIGHTS PALACE/MAIN ARENA SCHEDULING

Scheduling of the ice surfaces will be done by the administration office of the Leisure Services Department. A schedule of ice bookings will be forwarded to arena staff. Arena staff will be notified of changes to the schedule.

11. BOOKINGS

- a) In order to maintain the control and administration of rentals, all bookings must be made through the Leisure Services office 752-7906 or facilitybookings@cityofmelfort.ca during regular office hours. Staff are advised to direct inquires to the office. Under no circumstances is the facility to be used because it is vacant. Casual rentals must be prepaid at the office; the renter will be advised to show Arena staff their receipt as confirmation of their booking.
- b) Bookings of the facility for use of public nature require that at least one staff member be on duty and on site throughout the duration of the rental. The presence of a staff member is to ensure the safety of patrons, assist with janitorial and maintenance concerns, and secure the facilities following use. When working at the Northern Lights Palace Arena/Main Area, employees are required to wear a uniform depicting they are on duty. This will enable patrons to easily identify workers should questions, concerns or request arise.