



Town of Fort Qu'Appelle

PO Box 309 136 Boundary Ave S Fort Qu'Appelle SK S0G 1S0

REXENTRE RENTAL POLICY

1. GENERAL USE RULES

- a. All persons entering the facility are obliged to govern themselves in accordance with the regulations posted therein. A staff member is required to be on duty to ensure the safety of patrons, secure the facility, and to assist, groups or organizations during all functions.
- b. Management reserves the right to remove any person from the facility and/or suspend any person from use of the facility. Anyone found deliberately defacing or damaging the facility will be responsible for making restitution for said damages. Suspension from the facility and criminal prosecution of the individual(s) will be at the discretion of the Town. The Town reserves the right to refuse to rent indefinitely based on its own determination of the extent of any damage. Rowdiness, horseplay, running, foul language, physical violence, and other such acts which disrupt the program or the enjoyment of the event, by other patrons, or compromise public safety, will not be tolerated and it is the responsibility of the Coach, Instructor or Supervisor to ensure that all participants adhere to the facility rules.
- c. Any group, its members, or guests causing damages, whether accidental or malicious, to the facility and/or equipment will be held financially responsible for the repairs or replacement of such damage in addition to the pre-established rental fee. Failure to pay for said damage will result in the termination of further rental reservations until such payment has been received by the Town.
- d. Alcoholic beverages are not permitted on the premises of the facility unless an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority. Smoking, smokeless tobacco and vaping products are not permitted in the facility. Any team or individual caught in contravention of this clause may be suspended indefinitely.
- e. Management and staff will not be held responsible for the loss or theft of articles within or on the facilities property.
- f. Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with the event. At the discretion of management event organizers may be required to bring in additional security for an event. The cost of security is solely that of the organization holding the event.
- g. The use of equipment within the facility, such as time clocks, will be authorized providing those operators are fully trained in the proper use of the equipment prior to use.
- h. During certain events, the Town of Fort Qu'Appelle has the right to request the person or persons hosting an event to obtain security for the event. The cost of the security is that of the person or persons hosting said event.

2. ARENA OPERATING SEASON

For the purpose of ice time rentals and assessing the rate for ice rentals, the facility shall have two seasons: winter and summer. The winter season will be September 15th thru March 31st. The Summer season will be April 1st through September 14th. Priority will be based on, but not limited to, the following categories:

- 1) Town programs and Town sponsored events.
- 2) Special and Annual Events, including, but not limited to, sanctioned Figure Skating events, Hockey Tournaments, and hockey camps.
- 3) Junior Hockey regular season and playoff games.

- 4) Minor sports groups
- 5) Adult programs (Senior, intermediate, recreational, etc)
- 6) Public Skating Events
- 7) 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, as approved by council.

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 continual basis for the duration of the season or a concentrated time period. A casual user will be defined as an individual or group that rents the ice, on a "walk up" or "call in" basis and not a seasonal basis. A special event will be defined as an event which does not occur in Fort Qu'Appelle on a regular basis. These may be annual or a onetime event. This will include but not be limited to tournaments hosted or held by regular users.
- b. Arena availability during the winter season shall be Monday-Friday (2:00pm-11:00pm), Saturday and Sunday (8:00am – 11:00pm).
- c. All groups are hereby advised that, in order to accommodate and develop new activities within the facility, circumstances may require existing groups to relinquish or reallocate time to accommodate the new activity. Rental times may also be required to be relinquished or reallocated due to facility maintenance issues that arise during the season.
- d. Management will consider the requests in terms of 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.
- e. All ice will be sold as individual time slots, in 15-minute intervals. Time slots must be a minimum of one (1) hour, unless booking into non-prime time slots or where less than a one (1) hour time slot is available. Bookings of twelve (12) hours or more (Tournaments, Camps, other events) will be entitled to daily rates as set by the Town.
- f. Any EXCHANGING of ice times between groups will require written consent of the groups agreeing to exchange and, finally, approved by the Parks and Recreation Coordinator with at least one (1) copy of the schedule requirements, at least two (2) weeks prior to the commencement of usage, and also to allow booking of adequate for the activity or revise the schedule to allow adequate time for the event. Frequent changes being completed for a team will be charged an administration fee, as work is required to change the scheduling and may result in a refund, depending on the booking. The Parks and Recreation Coordinator will provide immediate notice to the Town so that staff can be advised of the change.
- g. During the playoff season, it is imperative that the organizations involved inform the Parks and Recreation Coordinator of their ice requirements as soon as possible, in order that adequate scheduling may occur. The Parks and Recreation Coordinator will provide immediate notice to the Town so that staff can be advised of any additions to the schedule.
- h. Tournament draws must be submitted to the Parks and Recreation Coordinator two (2) weeks prior to the event to ensure adequate staffing can be scheduled.

4. DEPOSITS FOR RENTALS

- a. Special event rentals will be required to provide a deposit prior to the start of the event. Deposits will be calculated at 50% of the total rental, along with any other fees that may be applied.

5. CANCELLATION POLICY

- a. All cancelled ice rental times will revert to the Parks and Recreation Coordinator for leasing purposes. SUBLETTING IS NOT PERMITTED BY ANY USER DURING THE WINTER ICE SEASON.
- b. All cancellations are subject to a cancellation fee of twenty-five (\$25) dollars for each scheduled ice slot.
- c. Should the facility staff or the Parks and Recreation Coordinator assess that the facility is not suitable for use, no fee will be charged.
- d. Special events require a minimum of two (2) weeks notice to cancel their event. Cancellations made with less than two (2) weeks notice will result in the default of their deposit as specified in the rental agreement.
- e. User cancellations received one (1) week prior to the time-slot will be charged a twenty-five (\$25.00) dollar cancellation fee.
- f. User cancellations received within less than one (1) week, will be responsible for the full rental cost.
- g. Any “no shows” will be responsible for the full rental cost.
- h. Unpredictable, unexpected, or extreme situations will be taken into consideration for the cancellation deadlines (ie. weather), however the cancellation fees sited may be charged back to the user.
- i. In the event of end of season elimination, playoff, or provincial games may be cancelled within less than one (1) week, without penalty (5. - f.), if written notice had been provided to the Parks & Recreation Coordinator, immediately following team elimination. This applies to elimination rounds only, tournaments not eligible.

6. ACCOUNTS

- a. Ice time rates and fees will be assessed at the rates determined by Fort Qu’Appelle Town Council.
- b. All Casual User rentals are payable prior to their booking or use of their first designated ice time. The Town and its employees reserve the right to refuse any group or individual from using the ice who has not paid.
- c. All Regular Users will be invoiced monthly, with payment due upon receipt. Outstanding payments beyond thirty (30) days of billing will result in late charges and/or the suspension of facility use until paid in full as determined by the Town of Fort Qu’Appelle.
- d. Tournament or Daily bookings that exceed six (6) hours will be subject to a non-refundable deposit, due at the time of booking. These bookings shall not be considered secured until the four hundred dollar (\$400.00) deposit has been paid. The balance of these bookings must be paid prior to the booking or use of the first designated ice time. This deposit shall apply to all users.
- e. Any Users that are in arrears with their accounts will be required to prepay their rental fees, along with the outstanding balance, prior to any further facility use is approved.

7. DRESSING ROOM REGULATIONS

The following regulations apply to the use of change rooms within the facility:

- 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 last to leave the change rooms.
- b. Authorized personnel are only allowed in the change room areas and will be allowed to secure those areas with the provided dressing room key for the duration of the rental time. Authorized personnel are responsible for the safe keeping and return of the dressing room key.
- b. Damages resulting from the use of the dressing rooms will be the responsibility of the group, association or league. Inspections by facility employees will be carried out on a regular basis to identify damaged areas. It is the responsibility of the user to inspect the dressing room prior to use and report any damage to the facility staff immediately.

- c. Each dressing room is equipped with a garbage receptacle. All users are requested to deposit all debris into the receptacles in order to help keep the dressing rooms in a clean condition for all users. Users who leave the dressing rooms in a condition that require extra cleaning after use may be charged an additional fee for the cleaning of the area.
- d. User groups are required to vacate the dressing rooms within thirty (30) minutes of the completion of their event so that the facility staff can prepare the dressing room for the next scheduled event. Failure to vacate the dressing rooms within the thirty (30) minute time frame may result in additional charges, incurred in thirty (30) minute intervals.
- e. The use of cell phones, personal digital recording, or video recording devices are prohibited in dressing rooms and washroom facilities.

8. CLOSURE DATES

The following days shall be considered closure dates.

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

9. ARENA SCHEDULING AND PROMOTION

- a. Scheduling of the arena is the responsibility of the Parks and Recreation Coordinator.
- b. The schedule will be updated daily or as required and can be viewed online by visiting the Town of Fort Qu'Appelle website and clicking "Facility Schedule".
- c. Special Events, Community Activities, etc. will be posted on the Town website and Social Media pages.

10. BOOKINGS

- a. To maintain the control and administration of rentals, all bookings and confirmations must be made through the Parks and Recreation Coordinator, by phone or email. All inquiries are managed in the order they are received and in a timely manner. In the event of "walk ins", staff or users may be advised of the additions or changes to the schedule, prior to the changes showing on the online schedule.
- b. Unscheduled use of the facility is not permitted and walk ups will not be allowed.
- c. Bookings of the facility for use of a public nature requires 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, assess and complete janitorial maintenance concerns, and secure the facility following use.

FEE WAIVER AND REDUCTION POLICY

Fees normally charged for the exclusive use of designated municipal buildings, and other fees associated to municipal land use may be waived or reduced in accord with the provisions of this policy.

1. Automatic Facility-Rental-Fee Waivers. The following agencies shall not be required to pay fees for reserved exclusive use of municipal facilities:

- a) Service Clubs including Fort Qu'Appelle Rotary Club, Fort Qu'Appelle & District Lions Club;
- b) Organizations and agencies whose activities are sponsored or co-sponsored by the Town of Fort Qu'Appelle for such activities.

2. Requests for facility-rental-fee waivers or reductions must be submitted to the Chief Administrative Officer (CAO) in writing.

3. Organizations listed in clause 1, may obtain only one (1) discretionary facility-rental- fee waiver or reduction each year.

4. A fee waiver or reduction does not apply to the required payment of a security deposit where applicable.

5. A Rental Agreement is still required for all bookings.

6. Clean up fees of \$80.00 per hour is still applicable if facility is not cleaned to satisfactory condition as per rental agreement.