



POLICY # 2020-02

TITLE: FACILITY USERS POLICIES & RATES

ADOPTED BY: Town Council

1.0 PURPOSE

The Town deems it necessary to make a policy governing the management, maintenance, improvement, operation, control and use of these properties and facilities to ensure equal opportunity for organizations and community members to utilize these recreational facilities.

2.0 GENERAL POLICY

- 2.1 All bookings must be arranged by a person(s) of the legal age of 18 years by contacting the Recreation Department and completing a rental agreement.
- 2.2 Changes to bookings must be received by the Recreation Director with a minimum of seven (7) days notice of the rental date. Failure to observe this timeline will result in the user being charged the full cost of the rental.
- 2.3 The Town of Castor ("The Town") reserves the right to cancel or amend bookings in advance of the rental date should special circumstances arise. In these circumstances, a full credit or refund will be made to the user or alternate date(s) may be provided where possible.
- 2.4 The user shall:
 - 2.4.1 be responsible for the actions and safety of those who use the facility during the time of rental;
 - 2.4.2 pay for the reasonable costs of any damage caused to the facilities by their actions or the actions of those who use the facility during the time of rental and report any facility damage and/or any potentially dangerous situations to The Town;
 - 2.4.3 take reasonable steps to ensure that no unauthorized persons enter the facility during the time of the rental;
 - 2.4.4 ensure that an adult is present at the facility during the activity or event when the facility is being used by the persons under the legal age of 18 years;
 - 2.4.5 abide by all buildings and fire regulations and any other safety regulations;
 - 2.4.6 leave the facility in the same state as it was in at the beginning of their rental.
- 2.5 Rentals may be cancelled at any time with no further obligation on the part of The Town if, in the opinion of The Town, the conduct of those using the facility is not satisfactory.

- 2.6 Each party shall indemnify and save harmless the other party from and against all actions, causes of action, suits, demands, payments, judgments or settlements including solicitor costs which arise from their use or the use of the facility, except where such actions arise from the negligence of the other party.
- 2.7 Organizations renting facility space through The Town are required to obtain and provide to The Town a copy of general liability insurance of not less than Two Million Dollars (\$2,000,000) per occurrence and such insurance shall include The Town as an additional insured. This insurance must not have a participant's exclusion.
- 2.8 Alcoholic beverages are not permitted in any facility unless specifically approved in writing and subject to compliance with applicable regulations. Tobacco products are not permitted in any facility.
- 2.9 No user may transfer, assign, or sublet their interest in a Town facility without the express written consent of The Town.
- 2.10 The Town reserves the right administer concession rights including food and beverage privileges.
- 2.11 The user assumes all responsibility for any goods, materials or personal effects that may be placed in storage or lost and found with The Town before, during, or after the rental period.

3.0 RATES, FEES & BOOKING POLICIES

- 3.1 The facility rental fees for usage of Town facilities are detailed in Schedule "A" of this policy.
- 3.2 All groups are hereby advised that, booking priority will be given to minor sport programs that are operated by The Town, including but not limited to minor hockey, minor ball, basic and power skating, and summer camp.
- 3.3 All cancelled rental times will revert back to the Recreation Department for rental purposes. Subletting is not permitted by any facility user unless permission is granted by the department.
- 3.4 Bookings can be cancelled without penalty if done so in writing to the Recreation Department prior to 4:30pm of the deadline day.
- 3.4.1 10 days in advance for Special Events (i.e. October 11th booking cancelled October 1st)
 - 3.4.2 7 days in advance for regular bookings (i.e. October 11th booking cancelled on October 4th)
 - 3.4.3 24 hours notice in advance for hockey playoff games.

- 3.5 Bookings cancelled after the cancellation deadline has past will be charged full rate for the booking.
- 3.6 Rental times made available through cancellations will be booked on a first come first serve basis.
- 3.7 The user cancelling a rental time will not have priority over other users to get the time slot back if they change their mind later. If it is still available, they may re-book it, but cannot bump another booking to get their rental time back.
- 3.8 Cancellations due to extreme weather conditions will not be charged to the user.
- 3.9 To maintain the control and administration of rentals, all bookings must be made through the Recreation Department (403-882-3225) during regular office hours. Staff are advised to direct inquiries to the office. Under no circumstances is the facility to be used without a booking.
- 3.10 The Town reserves the right, due to emergencies or weather conditions, to postpone or reschedule any activity, with notice being given to the user as soon as it is possible.

4.0 PAYMENT

- 4.1 Users will be given a detailed billing at the end of each month for actual facility use. If account is not paid in full within thirty (30) days, The Town will be applying a two percent (2%) per month interest on all accounts. If accounts are not cleared up within sixty (60) days, The Town reserves the right to cancel future bookings until the account is paid.
- 4.2 Users will be billed for all ice cleans and diamond floats within their bookings.
- 4.3 The User has the right to dispute charges within 30 days of the invoicing date. Any disputes need to be made in writing and addressed to the Recreation Department.

5.0 FACILITY REGULATION & DISCIPLINE

- 5.1 Management reserves the right to evict, cause to be removed, or refuse further bookings or admission to person(s)/group(s) causing willful damage or contravening the facility regulations and will be billed accordingly.
- 5.2 Anyone found on the premises with liquor in his/her possession, without proper authorization, will be removed from the premises. Anyone found on the premises with illegal drugs in his/her possession will be removed from the premises and reported to the proper authorities.
- 5.3 Overtime incurred by staff because of a user staying beyond their allotted time shall be charged to the user at the applicable overtime rate.

- 5.4 Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.
- 5.5 Sticks, pucks, balls, etc. are to be utilized only on the ice surface. They are not permitted to be used in any other location of the facility without permission from the Recreation Department.

TOWN OF CASTOR FACILITY RENTAL RATES

SCHEDULE "A"

ARENA RENTAL RATES			
	HOURLY RATE	GST	TOTAL RATE
Minor Hockey	\$90.00	\$0.00	\$90.00
General Public with Ice	\$130.00	\$6.50	\$136.50
½ Day (4 hr) Summer Rental No Ice	\$50.00	\$2.50	\$52.50
Full Day Summer Rental No Ice	\$100.00	\$5.00	\$105.00
Cleaning Fee	\$250.00	\$12.50	\$262.50
Damage Deposit	\$500.00	\$0.00	\$500.00
Seasonal Booking (2hr/wk from Oct-March)	\$2500.00	\$125.00	\$2625.00

POOL RENTAL RATES			
	HOURLY RATE	GST	TOTAL RATE
25 People or Less	\$100.00	\$0.00	\$100.00
26 or More People	\$150.00	\$0.00	\$150.00

BALL DIAMOND RENTAL RATES			
	HOURLY RATE	GST	TOTAL RATE
Minor Ball Seasonal Rental (Full Season)	\$100.00	\$0.00	\$100.00
Adult Ball Seasonal Rental (Full Season)	\$200.00	\$10.00	\$210.00
Adult Ball Single Game	\$30.00	\$1.50	\$31.50
Minor Ball Tournament (1 Day/Diamond)	\$75.00	\$0.00	\$75.00
Minor Ball Tournament (Weekend/Diamond)	\$150.00	\$0.00	\$150.00
Adult Ball Tournament (1 Day/Diamond)	\$75.00	\$3.75	\$78.75
Adult Ball Tournament (Weekend/Diamond)	\$150.00	\$7.50	\$157.50