



## Municipality of Crowsnest Pass Policy

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Policy Title:	Facility Allocation and Rental Policy
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Department:	Community Services – Parks and Recreation Authority

### 1.0 POLICY PURPOSE

This Policy sets out the guidelines and processes for the allocation and renting of Department of Community Services Facilities in the most equitable, cost-effective, and fiscally sustainable manner possible, providing for the needs of both Regular and Casual Users.

### 2.0 DEFINITIONS

**“Adult Organization/Group”** means an organization, club, or group that does not qualify as a Youth Organization/Group, and whose Booking activities are not of a Commercial nature or in support of a Commercial venture.

**“Authority”** means the Parks and Recreation Authority established by Municipal Bylaw.

**“Booking”** means an individual Facility time slot that is dedicated to a specific User. An example of a Booking is Minor Hockey on March 12, 2013 from 8:00am to 9:00am in the arena.

**“Casual User”** means a User that is not defined as a Regular User.

**“Contact Person (or Alternate)”** means the User’s primary account holder(s) or an alternate designated by the primary account holder(s). The Contact Person must be the adult(s) listed on the account.

**“Director”** means the Director of the Municipality’s Community Services Department, or the employee(s) designated by the Director to implement this Policy.

**“Facility”** means those Community Services Department operated venues that are available for User Bookings or Spontaneous Use, including Facility equipment, venues, and associated Facility grounds.

**“Municipality” or “Municipal”** means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

**“Office”** means the Municipal Offices located at 8502 – 19<sup>th</sup> Avenue in Coleman, Alberta.

**“Program”** means any program that is directly offered and/or coordinated by the Community Services Department (e.g. summer hockey camps, fitness classes, swimming lessons, and shinny hockey).

**“Regular Ice Season”** means the period of time where ice is present on the arena’s playing surface and the facility is available for public use and Bookings. The Regular Ice Season begins the 1<sup>st</sup> day of October and is over after the last Sunday in March of each year. At the discretion of the Director, this season may be extended (e.g. to complete scheduled league playoffs or to host Tournaments and Special Events).

**“Regular Sport Field Season”** means the period of time where ball diamonds and soccer fields will be actively maintained by the Municipality for Bookings. The Regular Sport Field Season begins the 1<sup>st</sup> Monday of May and is over following the September long weekend of each year. At the discretion of the Director, this season may be extended (e.g. to complete scheduled league playoffs or to host Tournaments and Special Events).

**“Regular User”** means a User that averages 1 or more Bookings per week for a given Facility.

**“Rentals”** are made up of either a single Booking or multiple Bookings.

**“School Use”** means any Booking by schools in the Municipality of Crowsnest Pass for activities that occur during regular school operating hours as part of the approved school curriculum.

**“Spontaneous Use Facilities”** means Municipal operated venues that are not available for dedicated User Bookings, including playgrounds, splash parks, tennis courts, trails, parks, and open spaces.

**“Summer Arena Ice”** means ice that is available for Booking during dates that are outside of the Regular Ice Season.

**“Tournament or Event”** means any competitions or special events as approved by the Director.

**“User”** refers to anyone who wishes to use a Community Service Program or Facility.

**“Youth Organization/Group”** means an organization, club, or group (including extracurricular school activities) with at least 75% of its membership or participants composed of individuals less than 18 years of age, and whose Booking activities are not of a Commercial nature or in support of a Commercial venture.

### 3.0 ARENA ICE & BALL DIAMONDS

#### Regular Users

- 3.1 The Regular Ice and Ball User Annual Meetings are held between the Director and representatives of the Regular Users to formulate “Regular Weekly Schedules”, “Annual Tournament Schedules”, and review operational concerns and issues.
- 3.2 Prior to the Annual Meeting, a notice will be sent to each Regular User with the Regular Weekly Schedule and Tournament Schedule for the most recent season.
- 3.3 Facility allocation requests for the upcoming season, including Special Events, shall be submitted to the Director at the Regular User Annual Meeting. Regular User requests received after the meeting will be considered on a “first-come, first served” basis only after requests of Users that met the deadline are considered.
- 3.4 If there are any Facility allocation request conflicts, the Director will determine if the allocation requests are justifiable. To do so, the Director will evaluate the User’s historical use and current demonstrated need (i.e. registration levels, accepted practice and game ratios established by sporting associations, etc.).
- 3.5 After confirming that all requests are justifiable, all Regular Users and the Director will work together to create a tentative Regular Weekly Schedule and resolve any remaining ice request conflicts.
- 3.6 Where the process in Article 3.5 has occurred and the ice allocation conflicts still exists, the higher priority ranked User will be provided the ice time. Priority rankings are as follows:
  - 1<sup>st</sup> Priority:** Municipal Special Events and Programs
  - 2<sup>nd</sup> Priority:** All User Special Events and Tournaments
  - 3<sup>rd</sup> Priority:** Youth Organizations/Groups
  - 4<sup>th</sup> Priority:** Adult Organizations/Groups
  - 5<sup>th</sup> Priority:** All other Users
- 3.7 Where the process in Article 3.6 has occurred and Facility allocation conflicts still exist, the Director will make the determination.
- 3.8 Appeals to a decision of the Director from Article 3.7 must be made in writing to the Authority. The appeal decision of the Authority shall be final.

### Casual Users

- 3.9 Casual User Booking requests will be considered after the Regular User Allocations have been finalized. Casual User Booking requests are made on a “first come, first served” basis to the Office.

## All Users

- 3.10 User Bookings shall not displace Municipal Programs and Special Events without the approval of the Director.

## Playoffs

- 3.11 Users shall not pre-book or reserve ice for anticipated playoff games, as it can result in unnecessary User Booking cancellations and the reservation of ice that would otherwise be available for Booking.
- 3.12 The User's Contact Person or Alternate shall give notice to the Office immediately upon requiring a playoff game Booking. Upon notification, the Municipality will allocate the Booking time required to host the playoff game(s). Should a required time slot already be allocated to another User, the Municipality will contact the affected User(s) to reschedule or cancel their Booking(s). Playoff games shall take precedence over all other Bookings, except Special Events and Tournaments.

## Summer Ice

- 3.13 The provision of Summer Arena Ice is subject to Authority approval.
- 3.14 Once Summer Arena Ice is approved, the Director shall notify all Regular Ice Users of the exact date the ice will be made available for Regular Weekly Scheduled use.

## 4.0 STORAGE ROOMS, CHANGE ROOMS, AND LOCKERS

### All Users

- 5.1 The Municipality is not obligated to provide storage space unless it is provided for in a separate agreement or lease.
- 5.2 The provision of storage space and lockers is on a "first come, first served" basis. That said, the current occupant will have the "first rights of refusal" regarding storage and locker renewals. If these rights are exercised, the occupant will automatically be allocated the same space.
- 5.3 For safety reasons, the Municipality will provide storage and locker room locks and keys, and have access to every locker at all times by way of a master key. The key will be provided to the User. Any private locks will be removed.
- 5.4 Users, who require a replacement key, will be required to pay the Municipality \$20.00 prior to receiving the key.
- 5.5 No combustibles or chemicals will be allowed in storage rooms or lockers.
- 5.6 In consideration of all Users, arena change rooms are made available to Users a minimum of 30 minutes prior to each Booking. Users will have 30 minutes to vacate their dressing room after their Booking is finished. At the discretion of

the Director, severe or repeated disregard for this practice will result in a charge for additional Booking time to the offending User.

- 5.7 The Municipality is not responsible for User contents that are lost, stolen, or damaged. All contents in storage lockers are the responsibility of the User.
- 5.8 The Municipality reserves the right to view the contents of any locker or storage room at any time.

## **5.0 OTHER FACILITIES**

### **All Users**

- 5.1 Booking requests from Users will be considered on a “first come, first served” basis.
- 5.2 User Bookings will not displace Municipal Programs and Special Events without Director approval.
- 5.3 If multiple Users are requesting a given facility at the same time on a regular basis, the Director will meet with the affected Users to resolve the Booking request conflicts. In such cases, an amendment to this policy may be required to provide a Regular User Booking procedure.

### **Playoffs**

- 5.4 Users shall not pre-book or reserve Facilities for anticipated playoff games, as it can result in unnecessary User Booking cancellations and the reservation of Facilities that would be otherwise available for Booking.
- 5.5 The Contact Person or Alternate shall give notice to the Municipality immediately upon requiring further playoff game Bookings. Upon notification, the Municipality will allocate the Facility required to host the playoff game(s). Should that Facility already be allocated to another User, the Municipality will contact that User to reschedule or cancel their Booking. Playoff games shall take precedence over all other Bookings, except Special Events and Tournaments.


## **6.0 GENERAL CONDITIONS**

### **All Users**

- 6.1 All Rental use is subject to the rules and provisions outlined in the Department’s Financial Controls Policy and the User Conduct and Discipline Policy.
- 6.2 User supervisory personnel (i.e. coaches, instructors, and activity leaders) and the Booking primary account holder are responsible for the conduct of their participants in Facilities during their Bookings, as well as any damages or charges that may result from the Booking.

- 6.3 Where keys are provided, Facilities are to be locked after a Booking is over, and the key(s) are to be returned to the Office as soon as possible.
- 6.4 All Facilities, including dressing rooms, are to be left in a neat and orderly manner at the completion of a Booking. Floors and tables should be cleaned and clear of garbage. Garbage is to be placed in the receptacles provided, and all User equipment and supplies must be removed. Any Facility that is not left the state it was received will be subject to additional cleaning or Rental charges at the rates established in the Financial Controls Policy – Parks and Recreation.
- 6.5 For Special Events and Tournaments held in Municipal Facilities, the Booking account holder (i.e. the host) are responsible for ensuring the invitees are aware of all conditions and rules associated with Facility use as outlined herein. If rules are not communicated to all invitees, the Booking account holder may be held responsible for fees or charges associated with conduct and discipline problems (at the discretion of the Director).

**MUNICIPALITY OF CROWSNEST PASS**



Sheldon Steinke, Chief Administrative Officer