



POLICY NAME: Jubilee Sports Centre Rental Policy	EFFECTIVE DATE: January 15, 2024
POLICY NUMBER: PR-RE-002	APPROVAL DATE: October 16, 2023
POLICY AREA: Parks & Recreation	COUNCIL RESOLUTION NUMBER: 2023.315
POLICY SECTION: Rentals	REPLACES POLICY: 62,63,64,65,66,67.2018
NO. OF PAGES: 6	68,69,70.2018

POLICY STATEMENT

The Town of Rosthern recognizes the need to establish procedures and processes to ensure the Jubilee Sports Centre is operated in an efficient, effective, and safe manner.

PURPOSE

To clearly set out responsibilities and expectations for the Town Staff, user groups, individual renters and patrons of the Jubilee Sports Centre.

SCOPE

- 1) This policy applies to all areas of the Jubilee Sports Centre including the skating rink, curling rink, and curling rink lounge.

DEFINITIONS

- 2) "CAO" – shall mean the Chief Administrative Officer of the Town of Rosthern.
- 3) "Employee" – shall mean any employee of the Town of Rosthern.
- 4) "Inappropriate Behavior" – shall mean but not be limited to harassing, aggressive or abusive behavior, uttering threats, personal insults or foul language, bullying, physical violence, or damage to property.
- 5) "JSC" – shall mean the Jubilee Sports Center.
- 6) "Lease Agreements" – shall mean separate agreements for the leasing of the concession and skate sharpening.
- 7) "Local Regular User Group" – shall mean groups or organizations that operate within the Town of Rosthern who rent either the skating ice or curling ice regularly during the winter season.
- 8) "Non-local Regular User Group" – shall mean an organized minor hockey group or an organized curling group which originates outside of the Town of Rosthern that rents the ice for regularly scheduled games, but does not include ice rental for tournaments.

- 9) "Patrons" – shall mean any person who is a user or visitor of the JSC.
- 10) "Private Dressing Room Rental Agreements" – shall mean separate rental agreements for the 3 designated dressing rooms for the Wheatkings, North Stars and Old Timers senior hockey teams.
- 11) "Recreation Manager" shall mean the Recreation & Community Development Manager for the Town of Rosthern.
- 12) "Special Event" shall mean an event hosted by individual(s) or an organization, other than the Town, using all or part of the Jubilee Sports Centre and is a one-time or infrequently occurring event and occurs outside normal winter and spring seasonal operating dates.
- 13) "Spring Season" shall mean the period beginning the 3rd Sunday in March to the 3rd Thursday in May each year.
- 14) "Spot Ice Booking" – shall mean a rental of a one-time or infrequent ice booking which is not recurring throughout the year.
- 15) "User" – shall mean a group or individual(s) renting or leasing any part of the Jubilee Sports Centre.
- 16) "Winter Season" shall mean the period beginning the second week of October to the 3rd Sunday in March each year.

AUTHORITY

- 17) The CAO, Recreation Manager or assigned designate, are authorized to sign Facility Rental Agreements on behalf of the Town of Rosthern.

PROCEDURES & GUIDELINES

18) General Conditions

- a) All general conditions and responsibilities for rentals are set out in the "Facility Rental Agreements Policy" and shall be part of all lease and rental agreements of the JSC.
- b) A separate lease or rental agreement shall be signed by user groups as follows:
 - i) For skating rink and curling rink ice rental, a JSC Ice Rental Agreement.
 - ii) For curling rink lounge rental, a JSC Curling Rink Lounge Rental Agreement.
 - iii) For special events rental, a JSC Special Event Rental Agreement
 - iv) For concession and skate sharpening leases, a JSC Lease Agreement.
 - v) For private dressing room rentals, a JSC Private Dressing Room Rental Agreement.
- c) Bookings are not secure until the Facility Rental Agreement has been executed and the deposit, if required, has been paid.

19) Specific Conditions

- a) Building occupancy loads for the facility will be calculated as per the National Building Code for the follows:
 - i) Arena
 - ii) Arena Lobby
 - iii) Curling Rink
 - iv) Curling Rink Lounge – 55 people

- b) The parking areas at the JSC are deemed as public parking at all times.
- c) Rentals will not be given free of charge, except for Town run events.
- d) Only bookings for Special Events which are being held outside normal winter and spring seasons may be made up to 18 months in advance.

20) Normal Operational Dates & Hours of Operation

- a) The operational dates for the skating and curling rink shall be established yearly, based on consumer demand versus cost of operation.
- b) Normal hours of operation in the Winter Season are from 8:00 a.m. – 11:00 p.m.
- c) Hours of operation during the Spring Season will be based on bookings.

21) Scheduling Ice Time & Facility Rentals

- a) The Recreation Manager shall be responsible for all scheduling, marketing and advertising of facility rental availability; selling as much ice time as possible to generate maximum revenue to offset operational costs.
- b) Winter Season Scheduling - The scheduling of ice times for user groups during the winter season will be prioritized as follows:
 - i) Local Regular User Groups
 - (1) Contact all known local regular user groups to establish the user group's needs and ensure they receive the adequate number of ice times.
 - (2) For the **skating rink** no later than September 1st of each year for regular ice time and no later than September 15th of each year for tournaments.
 - (3) For the **curling rink** no later than November 1st of each year for regular ice time and no later than November 15th of each year for bonspiels.
 - ii) Non-Local Regular User Groups and Spot Ice Rentals
 - (1) After the dates for local regular users have been confirmed, sell ice time to non-local user groups.
 - iii) Public Skating and Public Shinny
 - (1) Schedule ice times for public skating and shinny throughout the season when there are no ice rentals.
- c) Spring Season Scheduling – The scheduling of ice times for any user group during the Spring Season will be on a first come first serve basis.
 - i) Spot Ice bookings will be required to book at least 48 hours prior to the date of the booking in order to allow for staffing.
 - ii) On weekends where there are no other ice bookings, spot ice bookings including birthday parties will not be allowed unless it is for a minimum of 3 hours at the regular spring season rate.
- d) The Recreation Manager will establish and keep current a master schedule for the skating and curling rink and post on the Town of Rosthern's website for public viewing.

22) Fees, Deposits, Payments, Cancellations and Special Conditions

- a) Rental rates will be in accordance with the Town's "Facility Rental Rate Policy".
- b) Non-refundable booking deposits, if required, are specified for each type of user below and are required to be paid within 5 days of the execution of the facility rental agreement. All deposits will be applied to the final bill.
- c) A separate damage deposit, if required, is specified for each type of user below and is required to be paid within 5 days of the execution of the facility rental agreement. Provided there are no damaged or missing items, and all required cleaning has been complied with, the damage deposit will be returned to the User upon inspection by a Town employee.
- d) Payments can be made by cash, cheque, debit, credit card or through online banking. *Email transfers CANNOT be accepted.*
- e) Local & Non-Local Regular User Groups
 - i) Regularly Scheduled Bookings:
 - (1) No booking deposit is required.
 - (2) No damage deposit is required.
 - (3) To cancel an ice time, a minimum of 7 days' notice by email to recmanager@rosthern.com is required. If less than 7 days' notice is given, full payment is required, unless another group is able to fill the ice time.
 - ii) Tournament Bookings:
 - (1) No booking deposit is required.
 - (2) A damage deposit of \$500.00 may be collected at the discretion of the Recreation Manager.
 - (3) To cancel a tournament booking, a minimum of 30 days' notice by email to recmanager@rosthern.com is required. If less than 30 days' notice is given and the tournament is not rescheduled for another available date, the group will be charged for 6 hours of ice time at the regular rate.
 - iii) Local & Non-Local User Groups will be invoiced monthly.
- f) Spot Ice Bookings
 - (1) No booking deposit is required.
 - (2) A damage deposit of \$500.00 may be collected at the discretion of the Recreation Manager.
 - (3) Spot ice bookings will be required to pay the full amount of fees within 5 days of the execution of the facility rental agreement and prior to the date of the rental.
 - (4) To cancel a spot-ice booking, a minimum of 48 hours' notice by email to recmanager@rosthern.com is required. If less than 48 hours' notice is given, full payment is required, unless another group is able to fill the ice time.



g) Spring Hockey Bookings

- i) A 20% booking deposit will be required for all Spring Hockey bookings and will be required to be paid by April 1st.
- ii) A damage deposit of \$500.00 may be collected at the discretion of the Recreation Manager.
- iii) Regular users of Spring Hockey will be invoiced monthly for the remainder of the fees.
- iv) Non-regular users will be required to pay the full amount of fees within 5 days of the execution of the facility rental agreement and prior to the date of the rental.

h) Special Event Bookings

- i) A booking deposit equivalent to half the rental fee plus GST will be required.
- ii) A damage deposit of \$500.00 is required.
- iii) Special Event renters will be required to pay the full amount of fees within 5 days of the execution of the facility rental agreement and prior to the date of the rental.

i) Lease Holders

- i) A deposit equivalent to one month's rent is required at the time of signing the agreement.
- ii) A damage deposit of \$1,000.00 may be collected at the discretion of the Recreation Manager.
- iii) Lease holders will be invoiced monthly.

j) Private Dressing Room Rentals

- i) No deposit is required for dressing room rentals.
- ii) Users will be invoiced at the beginning of the season for the whole season.
- iii) The Town will allow the user to install a door entry code lock and or separate locks on the dressing room door on condition that door entry codes and or keys to access the dressing room are provided to the Town.
- iv) Coolers, fridges, or other appliances must be unplugged during the off season and when not in use.
- v) Any alterations to the dressing room are required to be approved by the Town prior to the alteration and shall be at the cost of the lessee.

23) Public Skating and Shinny

- a) Public Skating and Shinny are considered an unsupervised sport and are free to the public.
- b) The following Public Skating and Shinny guidelines shall be posted in the Skating Rink lobby and the outside seating area.
 - i) Public Skating and Shinny are unorganized and unsupervised. There will be NO on-ice staff. However, facility staff are available in the building if assistance is required.
 - ii) Skaters do so at their own risk.

- iii) All skaters are strongly encouraged to wear a helmet and skaters 12 years of age and under MUST wear a CSA certified helmet. Helmets, elbow pads, wrist guards and knee pads are recommended for new skaters of any age.
- iv) Children under the age of 10 years must have a parent or guardian present to watch over while they participate in public skating or shinny.
- v) Use of cell phones, handheld electronics and/or headphones while on the ice is NOT permitted.
- vi) No one is to be on the ice while the while the Zamboni is being operated or when the Zamboni doors are open.
- vii) Pucks, hockey sticks, hockey nets and other equipment are not permitted on the ice during public skating.
- viii) Public skaters are not permitted on the ice during shinny.
- ix) Those displaying unsafe or inappropriate behavior on or off the ice will be asked to leave. Please avoid spitting on the ice, wrestling, rough play and foul language.

24) Patron Suspension

- a) Employees working at the JSC shall have the ability to ask patrons to leave for inappropriate behavior in accordance with the Town's Zero Tolerance/Abuse Policy.

RELATED DOCUMENTS

Facility Rental Agreements Policy

Facility Rental Rate Policy

Zero Tolerance/Abuse Policy

HISTORY