



Recreation
Policy No. 043-2022
RES: 22:141

Arena Booking Policy

A) Ice Arena

- 1) The ice surface will be closed on all statutory holidays.
- 2) The ice area is available for rent at the rates established in the Rates bylaw.
- 3) Ice surfaces will be flooded once prior to a practice and private rental and as per "User" policies.

B) Scheduling

- 1) It is the responsibility of arena management to convene a special meeting, prior to August of each year. At this time, the annual ice user 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 arena
- 2) Priority booking for scheduling will apply at the beginning of the season and will be ranked as follows, **Rank 1- Vauxhall Youth** (teams and figure skaters), **Rank 2- Vauxhall Adult** (teams and figure skaters), **Rank 3-** All Other users (teams and figure skaters) of which Vauxhall is Not Home Ice
- 3) New groups requesting ice time should make their application for ice time no later than the end of August of each year.
- 4) All regular users must have all ice time reserved and scheduled by August 1st and finalized by November 30th of each year. Any later than this and the ice will become available to another user. Bookings outside of these times will be considered as they are received.
- 5) Our arena is available for rental, Monthly and Weekly arena schedules will be posted.
- 6) 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.
- 7) The Town of Vauxhall 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. The Town of Vauxhall reserves the right to make the final decision regarding facility rentals.

8) 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. Any exchanges of ice time between groups will be made by written consent of the groups agreeing to the exchange and, finally, approved by Arena management before implementation.

C) Bookings

1) In order to maintain the control and administration of rentals, all bookings must be made through email (brandonl@town.vauxhall.ab.ca) during regular office hours. Casual rentals must be prepaid online or at Town Office. Bookings are to be made by Team, Group or User representative only.

D) Cancellation Policy

1) Should the facility staff assess that the facilities are not suitable for use, and are not used, no fees will be charged.

2) Subletting is NOT permitted by any facility user.

3) 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

4) Regular User Groups will be required to provide at least 7 business days notice in order to cancel any ice time. Cancellations made less than 7 business days prior will be subject to the full rental cost unless the ice time can be sold. No shows by regular users will be treated as less than 7 business days cancellation. Exceptions for dangerous weather or road closures will not be subject to charge.

E) Accounts

1) All ice time will be invoiced at the end of each month. The invoice will have a deadline date for payment.

2) Payments received after the deadline dates will be subject to additional charges that may apply at that time.

3) 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.

4) 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.

F) Dressing rooms

1) 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.

2) 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.

3) 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. 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.

4) Smoking and smokeless tobacco as well as alcohol and cannabis is not permitted in the facilities.

5) Groups are requested to vacate the change rooms within thirty (30) minutes of the completion of their event for maintenance and continued use by the next designated group

6) Use of cellular phones, personal digital assistants, or video devices are prohibited in dressing rooms and washroom facilities.