



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer, prepared with assistance from K. Leach

DATE: November 12, 2019

RE: **Wadena Felines Ladies Hockey & Wildcats Concerns submitted by Ms. R. Baker**

ISSUE:

An email addressed to Council was received from Ms. R. Baker on October 30, 2019 identifying several concerns (attached).

BACKGROUND:

P2017-006 Recreation Facility Booking and Allocation Policy provides the framework for the booking and allocation of the Town's recreation facilities based on principles specific to access and equity, efficient use, diversity, youth sport development, partnership and ease of use.

Rec Centre rates are established in P2017-008 Recreational Rates and Use Policy. Ice rental for regular user groups is established as a set annual rate based on a specific number of hours.

P2019-005 Recreation Centre Kitchen Policy clarifies the operation of the kitchen in partnership with volunteers from the community in order to keep ice rental rates low for all regular users.

FINANCIAL IMPLICATIONS:

Rec Centre revenue is budgeted based on the set annual ice rates prescribed for regular user groups in the Recreation Rates and Use Policy P2017-008 and the financial contribution from the Kitchen Auxiliary. It is Council's direction that rates be set to enable a 75% user pay cost recovery at the Rec Centre.

ANALYSIS:

All ice times booked for Wadena Feline Ladies Hockey are on Sundays, as requested, with start times between 7:00pm and 7:45pm. The Facility Booking & Allocation Policy P2017-006 clearly states that senior and minor sports league games be booked before adult organizations; therefore, adult organization bookings can not be secured until minor sports league games have been allocated.

The Ladies Rec tournament was requested for February 1, 2020. With a minor sports game scheduled in the morning, the Felines were offered the remainder of the day beginning at 1:00pm. In addition, full days we offered February 8, 15, or 22. All options were rejected, and the Felines have booked their tournament elsewhere. In 2019, the Rec Ladies tournament was held the second week in February.

The Town's Recreation Rate and Use Policy P2017-008 prescribes a set annual fee for all regular ice users based on a specified number of hours. The policy does not provide an hourly rate for regular users. Administration recognizes issues with the current fee structure and set annual rates rather than

charging all users by the hour. Administration is collecting data on hours of usage and will be presenting Council with recommendations to consider for 2020-21 toward the end of the current season. Administration does not advise changing fees mid-season.

The Wadena Recreation Centre is staffed during hours of operation and is responsible for securing the building at the end of the day to minimize risk to the Town. Past user agreements have specified that users are to be out of dressing rooms no later than one hour after game/practices. User agreement have not been consistently implemented in recent years, nor is this specified in the Recreation Rates and Use Policy. With a need to manage staff overtime and to perform daily cleaning duties, Administration's view is that one hour is a reasonable expectation and recommends that Council authorize an amendment to the Recreation Rates and Use Policy to clarify this.

The Wadena Wildcats have not been charged for mezzanine use; however, they should be according to the Recreation Rates and Use Policy P2017-008. If the intent is to exempt the Wildcats from the policy, Administration recommends that Council make this exemption by resolution for 2019-20 and that the exemption be explicit in their user agreement. In addition, Administration recommend that this be considered as part of the review and recommendations being prepared for Council's consideration for 2020-21.

The Recreation Centre Kitchen Policy P2019-005 specifies that regular user groups are to schedule and provide volunteers to staff the kitchen during their own events. In addition, all user groups, except Wadena Minor Sports, will provide volunteers to staff the kitchen for Wadena Wildcats Sr Hockey events. Although the scheduling is left up to the user groups, the Town has been informed that the Skating Club provided 15 volunteers to the Wildcats for kitchen shifts for the 2018-19 season with 10 home games and is providing 16 volunteers for 7 home games for the 2019-20 season.

Recreation Centre staff are not qualified to operate the skate sharpener and training is being provided. Wildcat coach, Byron Lazar has been authorized to use the skate sharpener. SUMAssure has advised that the skate sharpener should be locked away when not in use and when the qualified person is not available and should not be accessible to the general public at all.

ADMINISTRATIVE RECOMMENDATION(S):

Administration recommends that the correspondence received from Ms. R. Baker be recognized and acknowledged, and a response be sent outlining the direction for policy review and amendments as outlined below:

"THAT Council direct Administration to undertake a review of P2017-008 Recreation Rates & Use Policy to address issues with annual rate structure for regular user groups and recommend changes, if necessary, for Council's review."

"THAT P2017-008 Recreation Rates & Use Policy be amended as presented to specify that 'all users are required to vacate dressing rooms no later than one hour after games/practices unless authorization has been granted'."

"THAT the fee for use of the mezzanine by the Wadena Wildcats Senior Hockey Team for home games be waived for the 2019-20 season and that it be noted in their user agreement."

From: wadena.ar@sasktel.net
To: wadadmin@sasktel.net
Subject: FW: Felines Ice Time
Date: Friday, November 1, 2019 3:58:31 PM

From: Raena Baker
Sent: October 30, 2019 11:28 AM
To: town.of.wadena@sasktel.net
Subject: Felines Ice Time

Please forward this letter to Town Council for consideration,

I am writing you as a user of the Wadena Recreation Centre. I am a member of several groups that use the ice and rec centre, including Minor Sports, the Wildcats Senior Team, and the Ladies Felines Rec Hockey.

I am writing first of all on behalf of the Ladies Rec Team. We have been operating as a team for the past 10 years. We have always been very accommodating with whatever ice is given to us, and for the past 10 years, Sunday evenings have been our ice time. I believe this is due to the fact that Sunday nights rarely interfere with minor hockey. We have always had standing ice time of Sunday evenings at 6:30 or 7pm, and can book our games accordingly. I then, in the past, just relay which ice times are not needed. This has always worked well, until this year. All of a sudden it is an issue for us to have our regular ice time. I understand the policy of minor sports having precedence over us, to an extent. We are a user group too - a group that is paying way higher ice fees than the minor teams, and I don't think it's a huge ask to have Sunday evenings being allotted to us. That being said, I am not opposed to being bumped every once in a while. My main issue with the implementation of this policy is the denial of our tournament day. For the first time in 10 years, we are being told we cannot have our tournament day. I have always set up my tournament day well in advance, in September, so that I know it is booked, and can book my schedule around it. It has always been a first come first serve type of situation for booking tournaments. Ladies teams always have their schedules set up early, in September, so that they can plan their kids activities around it. This year, I messaged again at the beginning of September about my tournament day, and finished the rest of my schedule accordingly. I was then informed mid-October that I could not have my tournament day, because there had been ONE minor sports game scheduled on that day. I inquired about re-scheduling the game, and apparently this is not an option. While I understand that we are 'only a rec team', I think it needs to be held in account that yes, we are a rec team, but we are a team who has donated large amounts of money back into the rink over the past ten years. Every year, we make money at our tournament, and every year, we turn around and put money back into the rink, and essentially back into the town. Over the years, we have bought the last TWO sound systems that have been installed in the rink, we have purchased the TV that is upstairs, we have bought the small size nets for the LTP and novice age groups, we donated \$1000 to sponsor Cameco hockey day, we donated several ice

times to the newly formed girls PCFH hockey last year, and this year we have already purchased goalie equipment for the girls atom team. Now the way we are being disregarded confirms that our efforts and donations back have gone unnoticed and unappreciated. This year, because our team cannot be accommodated, we have to move our tournament to another town. This year, our donation will be made to that rink, to that town. To be truthful, we contemplated moving every one of our games out of town as well, and would have done so, if it didn't mean the loss of some of our players. Our ice fees would be cheaper out of town.

This brings me to my next issue - the inquiry about how our ice fees have been calculated. In speaking with Karlee, there is really no explanation of how our 1499.13 fees have been calculated. It is stated that that amount includes our tournament, but there is no set tournament day fee. So there is no way for me to figure out the hourly rate. When I subtract the tournament fee of \$350 that has been in years past, we are paying \$85.12/hour. I'm not sure if this is how it was figured out, or if this is some random sum that was calculated. \$85/hour would be a 13.5% increase from last year. My issue with paying a lump sum is -what happens if we have 5 games cancelled due to weather or other circumstances? (I believe we cancelled at least that many last year) Then are we still paying \$1499 (or \$1149.13 if there is a tournament fee of \$350 in there) for only 6 hours of ice time? This would be \$250/hour, or at best if that is the tourney fee, \$192/hour. I need an explanation, please, of how these fees were figured out, and if this is the case - we are charged that amount regardless of the ice we use? Also, if I go ahead and book my tournament, or any other game for that matter, that we can be bumped off if a minor team wants that ice time?

On top of these issues, the rec teams have issues with being expected to work in the kitchen, when the kitchen auxiliary money that is made and donated back to the town, does not benefit us. The rec teams, and Wildcat team, pay double the amount of ice fees. The kitchen is never open for rec teams, we work our own tournaments (and the town makes the money), and we don't get reduced ice fees. We understand that the money made is to benefit the minor hockey players, and we understand that fees could definitely be higher than they are for all user groups, but it's hard for these teams to feel the benefit, or a sense of pitching in, when we are constantly disregarded. For years gone by, the rec teams have been trusted to lock up the rink after use, and there have never, ever been any issues. Now, due to insurance reasons apparently, that can no longer happen, and we can only schedule games when staff can be at the rink, and staff has to wait around until we are done. We are now told our dressing room time needs to be limited. We were told last year that we had to start paying rental fees for the bar upstairs - the bar that the Wildcats built. (I believe this was lifted) This year, the Wildcats are being told that they, after all these years, can no longer use the skate sharpener - the skate sharpener that they helped purchase. There just seems to be insult after insult. With no regard how all these teams, and individuals, have operated as a community, and benefited the community, for the past number of decades. The Wildcats were actually told last year by the

town administrator that if they don't like the new rules, they should go book all of their games in a different town! This is a team that has been a community builder and staple of the rink for decades, has recently, with a lot of hard work, tried to make a come back after a 5 year hiatus. A team that brings a lot of money to the town through the rink kitchen, and with teams and spectators travelling in. But the team seems to be unappreciated. The Wildcats are expected to find workers for the kitchen to make the town money, and pay double the amount of ice fees. Contrary to what the town thinks, the Wildcats are not making money. We are barely scraping by with having to pay ice fees, pay for refs, pay team stick allowance and mileage - all with minimal fans. We have no fans, because we cannot become a winning team, because we cannot afford to pay players like other teams do, because we make no money. It's a vicious cycle. With needing to find kitchen workers on top of the rest, we need 16 volunteers for every home game. It is getting harder and harder to find volunteers in our community. And the rec players, who are now being told they cannot have ice time, and cannot host a tournament, are being told they are required to work in the kitchen. The sense of community and support is gone.

Thank-you for your time,

Raena Baker

Manager

Wadena Felines Ladies Hockey

Treasurer

Wadena Wildcats Senior Hockey

TOWN OF WADENA

POLICY: Recreation Rates & Use Policy		Effective Date: Oct 17, 2017
Department: Parks & Recreation	POLICY NUMBER: # 2017-008 (Resolution 329-17)	Amended Date: Res 354-17: Nov 6, 2017 Res 131-18, 136-18: Apr 16, 2018 Res 160-18: May 7, 2018 Res 179-18: May 23, 2018 Res 301-18: Aug 13, 2018 Res 406-18: Oct 16, 2018 Res 419-18, 422-18: Nov 5, 2018 Res 447-18: Nov 29, 2018 Res 048-19, 049-19: Feb 11, 2019 Res 063-19: March 4, 2019 Res 080-19: March 19, 2019 Res 159-19: May 6, 2019 Res 385-19: Nov 4, 2019

PURPOSE:

The Town of Wadena is committed to a consistent and fair process of setting and billing for rates for our recreational facilities in order to maximize use, efficiency and costs of operating and maintaining our facilities and show support for youth activities. All rentals are subject to any booking allocation policy in place. Rates are subject to change with 90 days' notice to affected users. Cancellations and refund regulations are noted per facility. Rates are plus all applicable taxes. *It is Council's direction that rates be set to achieve a desired user pay cost recovery at each facility. Any proposed increase for future years may shift an additional 2%-5% based on potential for increased costs of operation of any facility.*

Definitions:

Seniors - primarily geared for those over 55

Youth - primarily geared for those under 18

Music/Theater Groups - whose main purpose is musical or theatrical and community oriented

Regular User - non-profit user group who is a regular user of a Town of Wadena facility, is invoiced for fees and maintains their accounts in good standing

Fundraiser - non-profit organization putting on a special event where 100% of all profits made at the event go towards a local non-profit group or charity. Does not include Farmer's Markets or Trade Shows.

REC CENTRE

It is understood that booking of the ice/rink includes use of the ice/rink surface, bathrooms and lobby as well as designated dressing rooms, if applicable. Ice/rink bookings, with the exception of tournament bookings, do not include use of the Mezzanine, which must be booked separately. Wadena Minor Hockey and Skating Clubs may receive Mezzanine use free of charge for a year-end party on an "as needed/as requested" basis; Mezzanine use must still be booked with the Director, and any applicable deposits may still be charged. *It is Council's direction that rates be set to enable a 75% user pay cost recovery at the Rec Centre. The remaining burden on the tax base may be reduced by the revenue from the sale of advertising space and fundraising events.*

Ice/Rink Rates

Ice rates will increase 5% annually in September of each year (3% towards operation, 2% towards capital/infrastructure). Rates are plus applicable taxes.

	# of Hours	2017/2018	2018/2019	2019/2020	2020/2021
Minor Hockey	535 (incl. tournaments)	\$22,500	\$23,625	\$24,806.25	\$26,046.56
Wadena Skating Club	100	\$4,200	\$4,410	\$4,630.50	\$4,862.02
Ladies Rec Hockey	18 (incl. 1 tournament)	\$1,359.75	\$1,427.74	\$1,499.13	\$1,574.09
Men's Rec Hockey	18 (incl. 1 tournament)	\$1,350	\$1,417.50	\$1,488.38	\$1,562.80
Wildcats	10 games, 20 practices	\$3,750	\$3,937.50	\$4,134.38	\$4,341.10
Summer Rentals	Per day/per hour	\$525/\$42	\$551/\$44	\$579/\$46	\$608/\$48

Regular season rental for ice time: \$100/hour occurring between October 1st and March 31st.

Off-season rental for ice time: \$150/hour occurring between April 1st and September 30th inclusive in any given year and this rate is separate and above all other rates charged for in-season ice time.

The ice rental fee for youth organizations, other than those listed above, is 50% of the regular or off-season hourly rental rates.

Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the regular or off-season hourly rental rate for the total hours booked for the cancelled event. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

Dressing Rooms

All users are required to vacate dressing rooms no later than one hour after games/practices unless authorization has been granted.

Skate Sharpening Rate

Skate sharpening fee: \$5

Mezzanine Rates

Bookings and applicable deposits must be paid in advance to confirm booking.

Day Rental: \$100

Hourly Rental: \$25

Community Service Rental: \$25/session or \$50/day

To receive the community service rental rate, rentals must: Be booked by a *non-profit* agency or organization, be for a minimum of 4 consecutive weekly sessions or a series

of day sessions between the hours of 8 am and 4 pm, over the course of 2 or more continuous days.

Deposit: A deposit of \$250 may apply if liquor is being served (a liquor license is required). Municipal approval of liquor licenses is required through SLGA. Events must be completed no later than midnight. A \$50/hour cleaning fee may apply if extra cleaning/damage occurs over what may be covered by the deposit.

Cancellations of less than 48 hours in advance will still be subject to a cancellation fee equal to 50% of the hourly rental rate for the cost of the lost revenue. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

No Charge Events

By resolution of Council, the following are to receive use of the facility at no charge, but must still sign a rental agreement:

- Wadena Minor Sports – monthly meetings of the Executive

Advertising Rates

Advertising rates may be subject to up to a 2% annual increase. Renewals for ads will be due on September 1 of each year for the following calendar year. Clients with ads in place will get the first right of refusal at renewal time. If not renewed by the renewal deadline the ad will be removed and arrangements made for the client to pick up their sign/logo. Signs or logos not picked up within 60 days of removal may be destroyed.

Payment Terms: Payment is annual and in advance. Clients may pay in advance for multiple years at once up to a five year term.

Board Ads: Advertisers are required to have their own sign made at their own expense according to the specifications given by the town to fit in the allotted space. Spaces are offered on a first come first serve basis. Final placement is at the discretion of the Director. Board ads purchased after the ice is already in place for the season may have their signs placed elsewhere in a visible location at the Rec Centre until such time as the sign can be placed in the boards. The Town will install the sign.

Board Ad Rate: \$225/year (January – December)

Ice Logos: Advertisers are required to submit their logo/graphic to the Town according to the specifications given by the Town. Spaces are offered on a first come first serve basis. Final placement is at the discretion of the Director. Ads purchased after the ice is already in place for the season may require a wait period before installation until such time as the logo can be placed in the ice without significant disrupting to the schedule for ice use already in place. The cost of the graphic/logo is included in the advertising rate. A minimum 5 year commitment is required to place a logo on the ice.

Ice Logo Ad Rate: \$500/year (January – December) minimum 5 year commitment

Ad Rates will not be pro-rated. Ads purchased in November or December will be for the following calendar year, but may be placed/installed in November or December at no additional charge.

FITNESS CENTRE

No food or drink may be served or present at the Fitness Centre, with the exception of non-alcoholic beverages in closed containers. *It is Council's direction that rates be set to enable*

a 100% user pay cost recovery at the Fitness Centre to make it a self-sustaining facility. Rates will be reviewed annually to determine if increases are necessary.

Memberships

Memberships are based on calendar months and calendar years for full months only. Additional days may be pro-rated. Membership/Pass cards are subject to a \$20 deposit to be refunded upon return of the card to the Town Office.

- *Prorating*: If purchased after the 1st of the month, the membership rate for that month may be pro-rated at the monthly rate divided by the number of days in that month multiplied by the number of days the pass will be active for.
- *Multi-Month and Annual passes*: If purchased before the 15th day of any month, the pass begins retroactive to the 1st day of the current month purchased in. If purchased on or after the 15th day of any month, the pass begins on the 1st day of the following month.
- *Rate Changes*: If a rate is set to change part way through a pass period, the pass amount will be charged out at the current rate at the time it was purchased.
- *Discounts*:
 - Annual Discount Days: 50% off 6 month and yearly memberships beginning on the last Friday of November – January 15; 25% off 3month memberships September 1 - 30
 - Canadian Forces Appreciation Program: The Town will partner with the Canadian Forces to offer a 10% discount on Fitness Centre memberships to members and their families. To prove eligibility for the CF Appreciation Program discounts, each customer must show their CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS).
 - The group rate for Mallard Diversified Services will be \$100/month without limiting the number of clients for use of both upstairs and downstairs for supervised group visits and a single pass be issued with the applicable \$20 deposit.

Fitness Centre Membership Rates

	Adult	Senior	Student	Family (4)
Drop-in	\$ 10.00	\$ 10.00	\$ 10.00	\$ 30.00
Monthly	\$ 40.00	\$ 20.00	\$ 20.00	\$ 110.00
3 Month	\$ 108.00	\$ 60.00	\$ 60.00	\$ 330.00
6 Month	\$ 216.00	\$ 120.00	\$ 120.00	\$ 660.00
Yearly	\$ 432.00	\$ 240.00	\$ 240.00	\$ 1,320.00

* Refund requests and cancellations will be subject to a cancellation fee equal to 50% of the monthly rate. Only the unused portion of the pass minus the cancellation fee may be refunded. If the cancellation or refund request is within reason and outside of the user's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be waived.

Upper Room Rental

Community service and/or activity clubs or groups, as well as instructors providing a series of courses, not provided under the Town of Wadena, may rent the upper room of the Fitness Centre at the following rates, subject to approval by the Director of Parks & Recreation. A brief set-up and clean-up time may be permitted for each rental at no charge, provided it does not conflict with or run into another rental.

Hourly Rate: \$20/hour

Cancellations of less than 48 hours in advance will still be subject to a cancellation fee equal to 50% of the hourly rental rate for the cost of the lost revenue. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be reduced or waived.

Fitness Classes (Town)

Fitness classes may be offered by the Town at a user registration cost of \$90 per person for 8 weeks of instruction. The drop-in rate is \$15 per class. The Town will pay the instructor a set fee for services rendered and take registrations.

Fitness Classes (Other)

Instructors may rent the facility for the set hourly rental fee to offer classes. Instructors will manage their own registrations, cancellations and collect their own fees and refunds. The Town may include the offered class in the schedule of the Fitness Centre and any promotions for the Fitness Centre providing the instructor's contact information for registration.

WADENA AQUATIC CENTRE (SWIMMING POOL)

The Wadena Aquatic Centre capacity is 100 people. There must not be more than 100 people within the fence. Private pool bookings can only be reserved between afternoon and evening public swim times and must be made at least one week in advance. Swimming pool may not be rented for private use during lesson or public swim times. To accommodate smaller bookings, groups of 10 or less are permitted to purchase a group admission rate for use during public swim times. *It is Council's direction that rates be set to enable at least a 35% user pay cost recovery at the Aquatic Centre.*

Aquatic Centre Admission

	Adult	Senior	Student (K-12)	Under 5 years	Family (4)*
Season Pass	\$ 95.00	\$ 85.00	\$ 85.00	N/A	\$ 180.00
Punch Card (12 swims)	\$ 50.00	\$ 50.00	\$ 50.00	N/A	N/A
Daily Fees	\$ 5.00	\$ 5.00	\$ 5.00	\$ 2.00	\$ 15.00
Aquasize	\$ 8.00	\$ 8.00	\$ 8.00	N/A	N/A

*Family Season Passes are for immediate family only to a maximum of 4 people. Each additional family member is \$25 to a maximum of 2.

Groups & Rentals

11-30 people: \$110/hour

31-75 people: \$180/hour

Group Admission Rate (up to 10 people): \$35

Lesson Rates

Preschool Programs & Swim Kids 1,2,3,4,5: \$60

Swim Kids 6,7,8,9,10: \$70

Bronze Courses: \$130

Private Lessons: \$20/30 minute lesson; \$30/45 minute lesson; \$40/60 minute lesson

Discounts: Users may receive a \$10 discount on pre-school, swim kids and bronze course lessons if they purchase a season pass. Valid season pass number must be provided with lesson registration to receive discount. (for example: purchase a family pass and then receive a \$10 discount per child per class under your family pass, purchase

a student pass and then receive \$10 off your youth lesson). Discount does not apply to private lessons. Limited to one discount per person per season.

Mallard Diversified Services Inc. (MDSI) may purchase a family season pass at regular price and an unlimited number of Mallard residents may access the pass and the pass will also allow entry for an accompanying person or aid for the residents without additional admission costs.

Canadian Forces Appreciation Program: The Town will partner with the Canadian Forces to offer a 10% discount on all Aquatic Centre rates to members and their families. To prove eligibility for the CF Appreciation Program discounts, each customer must show their CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS).

Cancellations of Groups/Rentals less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the rental. If the cancellation is within reason and outside of the booker's control, subject to the approval by the Director of Parks & Recreation or the CAO, the cancellation fee may be reduced or waived.

Refunds: Refunds of daily admission fees is not permitted. Punch cards may only be refunded if they are returned without having been punched and remain in like-new condition.

Replacements: In order to have a punch card or season pass replaced, the original must be returned and voided by staff. If the original cannot be returned, the replacement will be subject to a \$25 replacement fee and the original pass number marked as void in the system.

WADENA COMMUNITY LEGION HALL

Hall users must be made aware within the booking contract that the Legion Hall is the muster point for our Emergency Measures Organization (EMO) and as such, should an emergency arise, all bookings during the period of use by the EMO are effectively cancelled, and will be refunded after the emergency is over and the Town Office is again open for regular business. Rates are subject to an annual increase with 90 days notice to affected users. *Starting September 1, 2018, a fee increase over a four year period will be introduced based on achieving a minimum 50% user pay cost recovery rate, followed by an annual 3% increase.*

Deposit must be paid in order to confirm booking. For all bookings, the full booking fee is due in full a minimum of one week prior to the event, or the booking may be cancelled.

- No group can be guaranteed exclusive use of the entire facility during their booking, unless booking the complete facility.
- Use of the Bar and Stage is included in all Main Hall Rentals.
- Use of the Kitchen can be added to any rental at the appropriate Kitchen use rate.
- Users may not access the facility prior to their booked time and must be removed from the facility and cleaned up no later than the set end time.
- Any portions of the facility available to rent by the hour are indicated under hourly rates.
- Any groups/purposes allowed special or discounted rates are set-out in this policy which may be amended from time to time by resolution of Council.

Time definitions:

Hourly: for bookings by the hour or to add extra hours onto day or multi-day bookings

Day: 12 consecutive hours (1/2 day is 6 consecutive hours at half the day rate)

Multi-Day: 48 consecutive hours.

(Set up and extra time may be offered pending other bookings and may be adjusted at any time by the Director of Parks & Recreation to allow for most efficient and fair use of

the facility.)

Deposits

Deposits must be paid to confirm booking. Any extra cleaning required beyond the deposit will be charged out at a rate of \$50/hour. Groups/services not required to pay a deposit are still responsible for the hourly rate for any extra cleaning required. Any and all damages with costs beyond the deposit are payable by the person/group booking. Deposits eligible for refund will have refunds processed within 14 days of the event.

- Main Hall:** Deposit is \$300 (no liquor), or \$500 (liquor)
- Side/Meeting Rooms:** Deposit is \$150 (no liquor), or \$300 (liquor)
- Kitchen only:** Deposit is \$200

H = Hourly ½ D = Half Day, 6 hrs (1/2 of Day Rate)	D = Daily, 12 hrs MD = Multi-Day, 48 consecutive hrs
SIDE ROOM (North/Club) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$50 D \$200 ½ D \$100 MD \$250	
MEETING ROOM A (South/Court) <i>Deposit: Liquor \$300, No liquor \$150</i> H \$75 D \$275 ½ D \$137.50 MD \$300	
MAIN HALL (incl Stage & Bar) <i>Deposit: Liquor \$500, No liquor \$300</i> H \$100 D \$350 ½ D \$175 MD \$450	
KITCHEN <i>Deposit: \$200</i> H \$75 D \$250 ½ D \$125 MD \$300	
COMPLETE HALL (incl Kitchen) <i>Deposit: Liquor \$500, No liquor \$300</i> D \$900 MD \$1100	
Coffee/Tea, Supplies, Coffee Perk (incl cups, napkins, cream, sugar, etc) \$50/perk/day (when Kitchen not booked)	
Full Business/Media Package (sound, projector, computer, screen, technician) \$50	
Deluxe Lighting & Sound System (sound, media, lighting, staging, technician) \$100	
Linens Tablecloths \$5.50 ea, Chair covers \$1 ea, Napkins & Sashes 50¢ ea Wineglasses 50¢ ea	
Special Event Package (Complete Hall) <i>Deposit: Liquor \$500, No liquor \$300</i> Incl Deluxe Lighting and Sound Package, full consultation, setup, takedown, chair covers, table linens, glassware (based on items available from the Town), \$150 rebate in Wadena Bucks provided with deposit refund cheque D \$1200 MD \$1400	

*Administration may market additional options for special event packages if it is deemed efficient and effective to do so.

Cancellations

- Cancellations occurring a minimum of 7 days prior to an event will have a full refund processed without penalty.
 - Cancellations within 3-6 days of the event will be subject to a penalty in the amount of \$50.
 - Cancellations within 24-48 hours of the event will cause the deposit to be non-refundable. In the event a deposit was not paid, a \$50 cancellation fee will apply.
 - Cancellations on the day of the event will cause the deposit and booking fee to be entirely non-refundable.
- Cancellations due to unforeseeable circumstances or circumstances beyond the booker’s control and within reason, may allow the booker to have cancellation fee reduced or waived at the discretion of the Director of Parks & Recreation or the CAO.

Agreements

The Town may enter into a contract with any Local/Regional, Provincial or Federal Government or Agency, or any non-profit organization to provide discounted rates/services at any rate or under any conditions deemed acceptable to the Town. Each group or organization receiving a discounted rate shall sign a rental or usage agreement with the Town.

Discounted Rates

Groups/Purposes receiving discounted rates may not take precedence or priority over those paying full rental rates with the exception of Funerals/Memorials and Court services which take booking precedence where possible. The Director of Parks & Recreation or CAO may determine if a group/person/purpose fits under the purpose and intent of any discounted category, or if a group must be bumped for another booking.

Canadian Forces Appreciation Program: The Town partners with the Canadian Forces to offer a 10% discount on all Funeral/Memorial rentals at the Hall if the deceased was an eligible member. To prove eligibility for the CF Appreciation Program discounts, the CF One Card issued by the Canadian Forces Morale and Welfare Services (CFMWS) for the deceased, or an appropriate facsimile thereof, must be shown when booking.

Regular User Groups

Regular non-profit user groups will be invoiced for bookings after the event(s) or on a monthly basis or as negotiated in their agreement.

Weekly or Monthly Activities

Groups offering regular weekly or monthly activities for seniors, youth or musical/theatre groups as defined in this policy will see an increase in rates over a four year period, after which the rates will increase by up to 3% annually starting September 1, 2021. The below rates are based on the ½ day rate which is approximately 6 hours of use. These particular user groups of the Hall will receive one free Day rental per year at no charge for a fundraiser, recital or AGM for their group.

½ Day Rates	Sept 1, 2018	Sept 1, 2019	Sept, 2020	Sept, 2021
Main Hall	\$59.38	\$68.76	\$78.14	\$87.50
Club Room	\$31.25	\$37.50	\$43.75	\$50.00
Court Room	\$35.94	\$46.88	\$57.82	\$68.75

Note: Kitchen 50% off of regular rates

Day rate will be double the above ½ day rates listed. Hourly and multi-day will be billed at 50% off of regular rates.

Wadena Players Theatre: The Town shall sign an annual use contract with the Wadena Players Theatre group for use of the facility in recognition of their continued valuable contribution to the facility and its upgrades. The rate for use will be \$500 per year with a 3% increase annually starting January 1, 2019.

Legion: The Town shall sign an annual free use contract with the Wadena Legion for use of the facility in recognition of their valuable contribution to the building facility. All use of the facility for the Legion will be at no charge.

Wadena Farmer's Market: The Town shall sign an annual use contract with the Wadena Farmer's Market for use of the facility at a reduced rate as follows: regular markets at a rate of \$350 (Main Hall, Kitchen & Club Room included) and Christmas/Holiday market at a rate of \$450 (Main Hall, Kitchen, Club Room and Court Room included) and the rates be subject to review by Council as needed.

Meetings: Meetings booked by local non-profit organizations/groups receive 50% off regular rates effective immediately. Groups must supply their own coffee supplies but may use the standard 10-12 cup coffee maker. Perks and supplies may be rented if needed.

Non-profit Fundraising: Community dances, dinners with entertainment, performances, etc. to which the public is invited, where 100% of all event profits go to a local non-profit organization or charity, and which are booked by an approved non-profit organization receive 50% off regular booking rates for space used effective immediately.

No Charge Events

By resolution of Council, the following are to receive use of the facility at no charge, but must still sign a rental agreement:

- Health Action Group – Annual Auction Fundraiser
- Town & Country Fair Board – Annual Town & Country Fair
- Wadena Elementary School – Christmas Play
- Saskatchewan Health Authority – Influenza Immunization Clinic

Groups/Users not listed herein that are requesting discounted or free use of the facility or any portion thereof, or any listed group requesting additional discounted use, must provide any such request in writing for Council's consideration. Groups requesting on-going discounted use may be required to sign a contract for such use.

Storage Rooms/Office Space

Regular non-profit user groups, or non-profit groups in which the Town is a stakeholder or operates under bylaw of the Town, may use the lobby area offices at no charge on a first come, first serve basis. If bookings are needed to secure space and time, this may be done through the Town Office. Bookings, if any, will be posted on the office doors. Use of the offices under the Court rental agreement will take precedence in any bookings.

Storage rooms may be rented with a signed agreement. Office space may be rented/booked by the hour, day, and week or by the month as indicated with a signed rental agreement. Rental fees are due in advance (if paying annually) or on the first day of each month if paying monthly, at the Town Office or by preauthorized debit.

Base rental rates for storage and offices are calculated based on square footage at a rate of \$1/sq ft starting January 1, 2019, increasing to \$2/sq ft January 1, 2020, and are subject to a potential annual increase of up to 3%.

Non-profit Regular User Groups will pay the base rate annually (i.e. 10 x 10 room = 100 sq ft x \$1/sq ft = \$100/year) starting September 1, 2019

All other rentals will be negotiated per contract.

Square footage reference chart

Upper Stage Left	180 sq ft
Upper Stage Right	144 sq ft

Attic – Stage Right	132 sq ft
Lower Stage Left	150 sq ft
Lower Stage Right	150 sq ft
Storage 1: “Legion Room”	64 sq ft (no charge to Legion)
Storage 2: “Lions Room”	80 sq ft
Storage 3: “Kin Room”	80 sq ft (no charge to Kin)
Storage: Court/Meeting Room A	108 sq ft
Storage: Court Storage Closets	20 sq ft
Office 1:	100 sq ft
Office 2:	100 sq ft

MCCLYMONT SPORTS GROUNDS

Fees for use of the facilities at the Sports Grounds are as follows:

Ball Diamonds

Adult teams (18 & over): \$350/team/season
 includes a tournament*, games and practices
 includes youth playing in adult leagues

Minor Sports & Youth Teams: \$15/minor sports player/season
 includes a tournament*, games and practices

**Teams may not charge fees for entry into the Sports Grounds/Fair Grounds for tournaments marked above as included in the ball diamond use rates.*

Tournaments: \$250 (includes concession and beer gardens)
 Out of Town Bookings: \$30/diamond/game or practice

Concession and Beer Gardens

Concession: \$100/day, \$200/weekend
 Beer Gardens: \$75/day, \$100/weekend

Fees for use of Sports Grounds will be put directly back into maintenance and upgrades at the Sports Grounds and will be held in a separate reserve account.

Organizations booking any part of the facility are required to complete the Rental Agreement and obtain all necessary licenses, permits, liability insurance and security as may be required.

CAMP GROUNDS

Campground sites are to be booked/reserved in advance through the Town.