



# TOWN OF WADENA

## Recreation Centre

### Regular User Agreement 2021-2022

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Organization/Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Check option	Rental Period All rentals are on an hourly basis		Rate	Start Time	End Time
	Minor Sports		\$51.12/ hour		
	Skating Club		\$51.12/ hour		
	Men's Rec		\$91.16/ hour		
	Women's Rec		\$91.16/ hour		
	Wildcats- Men's Senior		\$91.16/ hour		
	Youth Organization Rate		\$57.75/hour		
	Regular Rate		\$115.50/hour		
				<i>Rates are plus applicable taxes. Deposit is not taxable. Total Booking MUST be paid at the time of booking.</i>	

\*\*\*\* Rates, Rules and Policies of use are per the "Recreational Rates & Use Policy".

## **Agreement**

1. With any rental of the Recreation Centre the renter is expected to follow all Saskatchewan Government Re-Open Saskatchewan Plan.
  - a) The Town of Wadena reserves the right to refuse rental if any guidelines are not being followed.
2. The User shall ensure that all members keep doors closed and off the ice during resurfacing and shall not go on the ice until resurfacing has been completed and the Zamboni door is closed. The Town of Wadena Recreation Centre staff have been instructed to leave the ice surface without flooding it if this policy is violated.
3. The User shall remove pucks from the ice surface after practices and games for efficient ice resurfacing. Town employees will move nets before resurfacing.
4. All Users must leave the ice surface promptly to accommodate other scheduled users.
5. Tournaments must be booked at least 15 days in advance to ensure booking and staffing arrangements can be made.
6. Renters are to only use the space that they have rented, this includes the sound booth and mezzanine, etc. Please specify with the Community Recreation Coordinator what areas of the Recreation Centre you would like to rent to ensure the correct costs are included in the total amount.
7. Town of Wadena has zero tolerance for spitting of chew or sunflower seeds in the facility and on the ice surface.
8. Town of Wadena will not be responsible for any lost, stolen, or damaged articles within the Wadena Recreation Centre.
9. The User shall be responsible for all damages caused to the building, grounds, equipment, and personal property belonging to The Town of Wadena. Any damages are to be paid in full to the Town of Wadena.
10. Children under the age of 12 must always be supervised. Under no circumstances will minors be left unsupervised anywhere throughout the Wadena Recreation Centre for practices, games, tournaments, or events.
11. No minors under the age of 14 are allowed in the time clock box or sound system room, unless otherwise designated by the renter.
12. The consumption of alcohol is strictly prohibited in all areas of the arena except where designated with permit.
13. Renters are responsible for obtaining all the necessary permits and licenses to operate the kitchen and other aspects of the venue.
14. Renters must obtain their own liquor license for the venue.
15. Smoking/e-cigarettes are not allowed on the premises.
16. The Team Manager and/or Coach will be the last one to leave the home and away dressing rooms to ensure that they are left in reasonable and tidy conditions; no running water left on and garbage and recycling deposited in the provided receptacles.
17. Before leaving the rented portion of the building after each use managers/coaches/renter must pick up all garbage, make sure taps and showers are turned off, as well as turning the lights off

in the dressing rooms. Any miscellaneous items left in the rented area must be put away or put in the lost and found box.

### **CANCELLATIONS**

Town of Wadena may cancel ice time at any time in the event of tournaments, special events and playoff games. When possible, Town of Wadena and the CRC will notify the affected user group 48 hours prior to the affected booking. Any cancellations caused by weather, power failure, act of God or business interruption caused by mechanical failure of the Wadena Recreation Centre facilities will be considered unavoidable and the representative will not be charged for cancellations of that nature.

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 Town of Wadena, the cancellation fee may be waived. The ONLY exception to this rule will be playoff ice where the possibility of requiring an extra game depends on if the team wins or loses.

### **COMMUNICATION**

It is the responsibility of the renter to notify Town of Wadena and the CRC if a booking is for a practice, game or other event – this is to ensure appropriate staff for flooding and proper maintenance of the facility.

### **TERMS OF CONTRACT**

I, \_\_\_\_\_ have read, understand and agree to the terms and conditions of this regular user group agreement and hereby accept the same on behalf of the said members of the organization, team or association. I acknowledge and agree that breach of any of the said conditions may result in termination of the allotted ice time at the discretion of Town of Wadena.

Renter \_\_\_\_\_ Date: \_\_\_\_\_

Town of Wadena \_\_\_\_\_ Date: \_\_\_\_\_

<b>POLICY NAME:</b> Recreation Facility Use, Booking & Allocation		<b>LAST UPDATED:</b> January 25, 2021	
		<b>SUPERSEDES POLICY:</b> P2017-006 Facility Booking & Allocation P2017-008 Recreation Rates & Use	
<b>POLICY AREA:</b> Recreation, Cultural Services RC	<b>POLICY NUMBER:</b> RC-001	<b>APPROVAL DATE:</b> January 25, 2021	<b>PAGE:</b> 4 of 9

### **Recreation Facility Use, Booking & Allocation Summarized Recreation Centre**

#### **1. CANCELLATION POLICY**

Cancellations of less than 48 hours in advance will be subject to a cancellation fee equal to 50% of the 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 CRC or the CAO, the cancellation fee may be waived. Applicable all for all facilities except for the Wadena Community Legion Hall which has its own cancellation policy outlined in section 7.4.

#### **2. RECREATION CENTRE**

##### **2.1. REGULAR USER ICE BOOKING PROCEDURES**

2.1.1. The responsibility of the Town is to allocate blocks of time to user groups.

2.1.2. It is the responsibility of the user groups to internally allocate their facility blocked time to their organization.

2.1.3. The following priority ranking will be used to assist with booking request conflict resolution at the start of each year. This will ensure that all Users are given the opportunity to use Town arenas and will help in determining the regular ice season schedule.

**First Priority:** Town of Wadena Special Events and Programs

**Second Priority:** Other Special Events and Tournaments

**Third Priority:** Senior League Games requiring pre-season booking

**Fourth Priority:** Minor Sport League Games requiring pre-season booking

**Fifth Priority:** Adult Organizations and Groups requiring pre-season booking

**Sixth Priority:** Youth Organizations and Groups non-league activities

**Seventh Priority:** Adult Organizations and Groups non-league activities

**Eight Priority:** All other users (including casual users)

2.1.4. The CRC will initiate discussions with representatives of individual ice user groups prior

to the beginning of the season no later than September 1.

- 2.1.5. Where there is a conflict in the development of the regular ice season schedule the higher priority ranked booking will be provided the ice time.
- 2.1.6. Where conflicts arise between bookings of the same ranking the affected users will resolve the conflict. If no resolution is agreed upon, the CRC will make the final determination.
- 2.1.7. The development of the regular ice season schedule will consider the previous year's ice allocations and cancellations. Final determination of ice allocations based on previous use will be at the discretion of the CRC.
- 2.1.8. Regular users may, at the discretion of the Town, be required to take a portion of their total bookings during non-prime time hours.
- 2.1.9. Playoffs for regular users shall be booked so as not to limit the availability of ice to other users. In the event of cancellation of playoff ice and subject to Section 1.1. the user's contact person or alternate shall give notice to the Town immediately upon requiring further playoff game bookings.
- 2.1.10. Upon notification, the Town will allocate the ice time required to host playoff games. Should a required time slot already be allocated to another user, the Town will contact that user to reschedule or cancel their booking. Youth playoff games shall take precedence over all other bookings, except special events, tournaments, and senior hockey.
- 2.1.11. Users shall not pre-book or reserve times for anticipated playoff games. During the playoff season, the contact person or alternate shall notify the Town immediately upon requiring playoff bookings.

## **2.2. CASUAL USER ICE BOOKING PROCEDURES**

- 2.2.1. Casual user booking requests will be considered after the regular users' ice allocations are set.
- 2.2.2. Casual user booking requests must be made using a facility booking request form and will be considered on a "first come, first served" basis.

## **2.3. SUMMER ICE BOOKING**

- 2.3.1. The Town will not provide summer ice.

## **2.4. OFF ICE SEASON ARENA & MEZZANINE BOOKING PROCEDURES**

- 2.4.1. User bookings will not displace Town of Wadena special events and programs.
- 2.4.2. Booking requests from users will be made using a facility booking request form and will be considered on a "first come, first served" basis.
- 2.4.3. If multiple users are requesting a given facility at the same time on a regular basis, the CRC will meet with the affected users to resolve the booking request conflicts. In such

<b>POLICY:</b> Recreation Rates & Use Policy		<b>Effective Date:</b> Oct 17, 2017	
<b>Department:</b> Parks & Recreation	<b>POLICY NUMBER:</b> # 2017-008 (Resolution 329-17)	<b>Amended Date:</b> Res 354-17: Nov 6, 2017 Res 131-18: Apr 16, 2018 Res 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: Nov 5, 2018 Res 422-18: Nov 5, 2018	Res 447-18: Nov 29, 2018 Res 048-19: Feb 11, 2019 Res 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 Res 404-19: Nov 19, 2019 Res 441-19: Dec 17, 2019

cases, a regular user booking procedure may be implemented.

- 2.4.4. For off-ice leagues the same booking process as per the operational ice season shall apply.

## Recreation Rates & Use Policy Summarized Recreation Centre

### 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.

### Dressing Rooms

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