

<u>POLICY TITLE</u> SKATING RINK POLICY	<u>POLICY NO.</u> 19-01	<u>EFFECTIVE DATE</u> August 12, 2019
<u>ORIGIN</u> Administration	<u>ADOPTED BY COUNCIL</u> August 12, 2019	<u>AMENDED DATE</u>

Arena Booking Policy

1. General Use Guidelines

a) All persons entering the Skating Rink facility are obligated to govern themselves in accordance with the regulations posted therein. The staff of the Skating Rink facility are responsible for insuring that the regulations are adhered to by the patrons. A staff member is required to be on duty to ensure the safety of the patrons, secure the facilities, and assist person, groups or organizations during public functions.

b) The management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period of time just for cause. Rowdiness, horseplay, running, foul language, physical violence, other such acts which disrupt the program or the enjoyment of the event, by our patrons, or comprises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from facilities and criminal prosecution of the individual(s) will be at the discretion of management.

c) Alcoholic beverages are not allowed on the premises of any recreation facility, unless an Authorized Permit for such an event is secured and posted in accordance with Saskatchewan Liquor & Gaming Authority. Smoking, smokeless tobacco, cannabis and vaping are not permitted on the premises of any recreational facility.

d) Management and staff will not be held responsible for loss or theft of articles within and on the recreation properties.

e) Coaches, Managers, Supervisors, Organizers (Rec Hockey team contact/organizer), or Authorized Personnel Hosting an Event will be responsible for the conduct of all participants associate with their program.

f) The use of equipment within the Skating Rink facility, such as time clocks, sound booth equipment, will be authorized provide those operators are fully trained in the proper use of the equipment prior to its use.

2. Scheduling

a) For the purpose of this policy, a regular user will be defined as an individual or group that rents a specific block of time on a regular basis for the duration of the season or concentrated time period. A casual user will be defined as an individual or group that rents ice at the arena, on a "walk-in" basis and not on a seasonal basis. A Special event will be defined as an event which does not occur in Star City on a regular basis. This may be annually or a one-time event. This does not include tournament hosted or held by regular users.

b) The Town Office is open Monday - Friday (excluding holidays), 8:00am - 4:30pm to take bookings. Requests for bookings outside of these times will be considered as they are received.

c) Management 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 the events for the season. Management reserves the right to make the final decision regarding facility rentals.

d) During the playoff season, it is imperative that the organizations involved, inform the Skating Rink Staff of their ice requirements as soon as possible, in order that adequate scheduling may occur.

3. Dressing Room Regulations

The following regulations apply to use the change rooms with the Star City Skating Rink.

a) 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 room.

b) Authorized personnel only are allowed in the change room areas and will be allowed to secure those areas with a dressing room key from Skating Rink Staff. Authorized personnel are responsible for the safe keeping of dressing room keys.

c) Damages resulting from 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 and damages to the Skating Rink Staff.

d) Each dressing 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.

e) Smoking, smokeless tobacco, cannabis and vaping are not permitted in the facilities.

f) Groups are requested to vacate the change rooms within sixty (60) minutes of the completion of their event for the last group of the day and within thirty (30) minutes during the daily schedule for maintenance and continued use by next designated group. Failure to vacate the dressing room within sixty (60) minutes as the last group of the day will result in additional charges, incurring in 30-minute increments.

4. Cancellation Policy

a) All cancelled ice rental times will revert to the Star City Town Office for leasing purposes. **Subletting is not permitted by any Star City Skating Rink user.**

b) Cancellations made forty-eight (48) hours or less before the start of the scheduled ice time will be responsible for the full rental price. There will be no charge for cancellations made prior to seven (7) days of the ice time. No shows by regular ice users will be treated as a less than forty-eight (48) hour cancellation.

Unpredictable, unexpected or extreme situations will be taken into consideration for cancellation deadlines (i.e. weather)

5. Accounts

a) All regular user groups will have ice time invoiced at the end of each month. The invoice will have a deadline date for payment. Payments received after the deadline dates may be subject to additional charges that may apply at the time.

b) Casual ice renters and first time user groups are required to pay the full rental upon booking of their ice time.

c) 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.

d) 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.

This policy is in effect as of the Resolution date.

Beth Baerwald
Mayor



A. Kachuk
CAO