



## City of Moose Jaw FIELDHOUSE BOOKING AND USAGE POLICY

<b>POLICY:</b>	<i>Fieldhouse Booking and Usage Policy</i>	<b>POLICY NO.:</b>	<i>PR-009-2021POY</i>
<b>POLICY Owner</b>	<i>Department of Parks and Recreation</i>	<b>Approved on:</b>	<i>December 9, 2019</i>
<b>Approved by:</b>	<i>City Council Resolution #</i>	<b>Effective Date:</b>	
<b>Last Reviewed:</b>	<i>December 9, 2019</i>	<b>Next Review:</b>	<i>February each year</i>

### 1. Purpose

In accordance with Bylaw #5374, the Parks, Recreation and Facilities Advisory Committee shall recommend policies, rules and regulations concerning the lands set aside for parks, cemeteries, or recreational purposes.

Fieldhouse usage and scheduling is prepared by the Parks and Recreation Department in accordance with the policies recommended and set by City Council.

### 2. Definitions

- 2.1 Department  
The Parks and Recreation Department of the City of Moose Jaw and staff.
- 2.2 City Sponsored  
Programs directly sponsored by the City of Moose Jaw Parks and Recreation Department.
- 2.3 Prime Tenants  
User groups that have signed tenant agreements with the City of Moose Jaw.
- 2.4 Minor Organization  
An organization in which all participants are eighteen (18) years of age or under as of December 31 of the current season.
- 2.5 Adult Groups  
Any organized adult group that has 4 or more participants nineteen (19) years of age and older.
- 2.6 Special Events  
Any program or event booked and planned by external organizations for a day or weekend time which are subject to track closure fees, set-up/clean up fees and additional labour fees outside the rental fees.
- 2.7 Summer Rate  
Rates and Fees in effect for the months of July & August.

- 2.8 Prime Time Turf  
Monday through Friday – 4:00 p.m. to 10:00 p.m.  
Saturday and Sunday – 8:00 a.m. to 9:00 p.m.  
Additional labour charges will be applied to Statutory Holidays.
- 2.9 Non-Prime Time Turf  
Monday through Friday – 6:00 a.m. to 4:00 p.m.  
Additional labour charges will be applied to Statutory Holidays.
- 2.10 Drop in Turf  
A set period of time determined by the Parks and Recreation Department that allows for spontaneous, multiuse and shared activities on the turf.

### 3. Scheduling Timelines

#### 3.1. Fieldhouse Season Schedule

May – September	Monday – Friday	6:00 a.m. – 8:00 p.m.
	Saturday and Sunday	8:00 a.m. – 6:00 p.m.
October – April	Monday – Friday	6:00 a.m. – 10:00 p.m.
	Saturday and Sunday	8:00 a.m. – 9:00 p.m.

#### 3.2. Turf Allocation Timelines

February	The Department will advertise the turf request deadlines for the upcoming season on the City of Moose Jaw website. The Department will also email the Fieldhouse Application Package to current users which includes the following: <ul style="list-style-type: none"> <li>▪ Special events and regular season requests.</li> <li>▪ Previous year's allocation.</li> <li>▪ Rental Rates for the upcoming season.</li> </ul>
April 15	Deadline for user groups and organizations to submit booking requests for the upcoming September – August season. Booking requests submitted after this date will be based on availability.
April 30	The Department develops schedules for the next season according to established policies and agreements. Meetings to be held to review schedule with Prime Tenants.
May 15	Deadline to return hours for Prime Tenants.
May 30	Upcoming September – August Schedule is finalized. Changes made after this date are subject to Section 7 Cancellation Policy or as per the cancellation terms in Prime Tenant agreements.
June 1	Available booking times for upcoming season are communicated and posted to City of Moose Jaw website.

### 3.3. Holidays

Users will not be scheduled on December 24, 25, 26, 31, January 1, Good Friday, July 1, or Saskatchewan Day.

### 3.4. Minimum Booking Length

All bookings must be a minimum of sixty (60) minutes long.

## 4. **Programming Priority**

At all times, the Parks and Recreation Department reserves the right to amend an organization's request to facilitate a more efficient schedule. Adult rentals should not be regularly scheduled before a minor organization during weekdays.

Turf programming schedules will be prioritized as follows:

### 4.1 City Sponsored

Programs directly sponsored by the City of Moose Jaw Parks and Recreation Department shall have priority.

### 4.2 Prime Tenants

Prime Tenants will have first priority to available dates and times. All bookings must be submitted to the Department as per Section 3.3 or as per the terms of their lease agreement. Bookings after May 15<sup>th</sup> are based on availability and must be finalized 24 hours in advance during business hours of Monday to Friday from 8:15 a.m. until 5:00 p.m.

### 4.3 Regular User Groups

Groups that have had booking contracts in the past 12 months will be given the option to book similar week(s) and number of hours based on availability following Prime Tenant's requests. Bookings will only be confirmed as per Section 6.

### 4.4 Other User Groups

Remaining time and availability will be based on a first come/first serve basis with user groups meeting the criteria in Section 6.

## 5. General Usage and Booking Conditions

### 5.1 Groups Booked

All assigned or booked hours must be used only by the individual, team, group or organization that has booked these hours. Prime Tenants and other user groups are not permitted to sublet turf time.

### 5.2 Damages to the Facility

It is the responsibility of each user group to ensure that appropriate supervision and security is provided for all participants and users under their programs while utilizing the facility. Any damages due to failure to follow this Policy will result in the financial responsibility for all repairs and damages occurred during the booking. All vandalism, damages and/or excessive disarray issues found during or after use may result in the following:

- Removal or suspension from the facility.
- Financial responsibility for actual cleaning/replacement/repair costs plus administration charge billed to the user group.
- Cancellation of current and future rental contracts.
- Report of damages to the Moose Jaw Police Services for further prosecution.

Users groups are expected to clean up the turf, track and dressing rooms after use by picking up any garbage, tape, etc. so that it is ready for the next group.

### 5.3 Safety and Contact Information

The Department will post signage to reflect current safety practices and contact information.

### 5.4. Turf Inspection

User groups are encouraged to inspect the playing area before it's used to identify any immediate safety concerns with concerns being brought to the immediate attention of the Department and participants.

### 5.5. Alcohol and Illegal Drug Use

Alcohol and illegal drug use are strictly prohibited in all areas including, but not limited to, benches, stands, turf, dressing rooms, parking lots and all accessory premises.

### 5.6. Smoking and Vaping

Smoking and vaping are prohibited as per the City of Moose Jaw Smoking Bylaw No. 5575.

### 5.7. Organized and Drop-in Use

User groups must book the facility for all usage and cannot conduct practices, games or any organized activities under the drop-in rate. Drop-in users must pay at the front desk prior to entering the field and must wear the provided wristband upon payment. If the Department has confirmed that a group is not following drop-in procedures, the user group will be charged the booking rental rates as per the Department's Rates and Fees. Bookings are considered practices, games, or organized activities if they meet one of the following criteria:

- Teams with uniforms.
- Presence of a referee or coach.
- Teams supplies in the Facility.
- Participants arrive for pre-determined time.
- A group larger than 10.
- Usage does not meet the Drop-in Turf definition as per Section 2.10.

### 5.8. Turf Setup and Clean up

User groups are responsible for any set up they may require for their activity, which includes moving the soccer nets and curtains. This must be done within the allotted time of the booking.

- User groups accessing the turf early or staying late will be charged for this time.
- Nets must remain on the turf but can be moved to the sidelines outside of the netting.
- A \$100.00 set up and takedown fee will be charged for groups requiring staff assistance.
- User groups are not permitted on the track before or after the booking time.

### 5.9. Use of Track During Booking

The track is included only for user groups that have rented the turf and does not include use of parents/guardians or spectators. Parents/guardians who would like to utilize the track during the turf booking must pay the facility drop-in rate.

### 5.10. Prohibited Activities

The following is a list of prohibited activities/items unless approved in advance by the Department:

- Javelin, discus, shot-put or other throwing activities.
- Field hockey.
- Golf (unless with indoor regulated balls and mat).

- Hitting activities without approved indoor regulated balls. All hitting with regular balls must be within the batting cage or off tees into hitting nets.
- Hitting balls towards the curtains, roof or lights.
- Lawn darts, lawn bowling, drones, air soft guns, personal bouncy castles and any other type of activity that could result in damages to the turf and or the lighting in the facility.
- No metal cleats, spikes or tape can be used on the track or turf.
- Any items not listed must be approved by the Department.

5.11. Intention of Use

The Turf is divided into four quarters having intended use. User groups will be scheduled and may be moved to accommodate the intended use of each quarter. The north east "green" field with a batting cage will always be assigned to baseball/softball groups to prevent hitting outside of cage.

5.12. Non-Compliance to Turf Policy

Step 1 - If a user is observed to not be following the policy and guidelines, the user will be advised and reminded of the policy and guidelines.

Step 2 - If the user fails to comply after the reminder, their booking will be suspended, and the user will be asked to leave the facility immediately.

Step 3 - If the user fails to leave the facility, the Supervisor or Manager will be contacted, and an Extreme Client Behavioral Incident Report will be filed. This will determine if the user is able to book in future with the facility.

**6. Payments**

6.1. Prime Tenants

Payment is due according to the terms of their agreements.

6.2. Credit Approved User Groups

The Department requires a 50% deposit to hold a booking. Your booking is not finalized until the deposit and signed contract are received. The remaining amount is due the first day of the booking. If an account is unpaid on the first date of usage, the user group will not be allowed access to the facility. Credit applications must be set up with Financial Services prior to the booking request.

6.3. Non-Credit Approved User Groups

All new user rentals that have not completed a City of Moose Jaw credit application must pay for the full invoice at the time of the booking.

6.4. Credit Cards

Credit card payments must adhere to the City of Moose Jaw Financial Policies and limits.

**7. Refunds and Cancellations**

7.1. Refunds

Refunds on deposits are subject to the following:

Cancellations over 30 days	Full refund of deposit.
Cancellation 15 – 29 days	75% of deposit refunded.
Cancellation 8 – 14 days	50% of deposit refunded.
Cancellation 0 – 7 days	No deposit refunded.

Refunds will be issued within two weeks after cancellation of booking.

If the Department can completely replace the booking, a full deposit refund will be provided.

7.2. Department Cancellations

The Department may, at its sole and absolute discretion, schedule or reschedule the use of any rental in such a manner as to ensure safe, maximum/efficient use of the facility, to allow maintenance work to be performed, or to accommodate other circumstances as may be deemed necessary. If the Department cancels a turf rental, there shall be no rental charge payable. Every attempt for reasonable notice will be given to the user group upon cancellation of a rental by the Department.

7.3. No Show Fees

When a user group does not show up for scheduled time and the space sits idle, the user group will be billed at the regular rate for all booked and not used.

7.4. Weather

Cancellations due to weather conditions will be reviewed by the Department.

7.5. Transfers and Subletting

Bookings are non-transferable to other dates and subletting is not permitted.

## 8. Insurance

### 8.1 Insurance Coverage

Prime tenants must obtain and submit the insurance requirements indicated with their respective agreements. All organizations sanctioned with a sport governing body and all special event organizers are required to keep in full force and effect a Commercial General Liability insurance policy of not less than \$5,000,000 per any one occurrence with the City of Moose Jaw listed as an additional insured and provisions that the City will be notified in writing of cancellations or changes to the policy at least thirty (30) days prior to such cancellation or change.

All non-sanctioned individuals and teams are responsible for obtaining their own Commercial General Liability insurance policy in respect to their usage and activities.

## 9. City's Exclusive Rights

### 9.1. Food and Beverage

The Department reserves the exclusive right to sell or distribute food and beverages. User groups will not engage in any of these aforesaid businesses without written consent from the Department.

### 9.2. Advertising and Marketing

The Department reserves the right to promote, sell and display all advertising, marketing, and sponsorship inventories. All such revenues generated for such activities shall remain exclusively with the Department. User groups may display removable signs during user groups specific usage upon Department approval.

### 9.3. Admission Fees and Charges

The Department reserves the exclusive right to admission fees and charges. User groups that want to collect admission fees or conduct any other sales must have prior written consent from the Department.

## 10. Annual Policy Review

### 10.1 Timelines

#### **December 15**

Deadline for public and user group feedback for the annual Fieldhouse Booking and Usage Policy Review.



**January**

Parks, Recreation and Facilities Advisory Committee reviews feedback received on the Fieldhouse Booking and Usage Policy and makes recommendations to City Council if necessary.

**February**

City Council considers the recommendations of the Parks, Recreation and Facilities Advisory Committee and policy changes are implemented immediately after the amended policy is adopted.

**11. Rates and Fees Review**11.1 Timelines**August**

The Department conducts a review of turf rates, memberships and fees and prepares a report with recommendations on fees to the Parks, Recreation and Facilities Advisory Committee.

**September**

The Parks, Recreation and Facilities Advisory Committee reviews the report and makes a recommendation to City Council.

**October - December**

The rates and fees schedule for the following season is approved and adopted by City Council as part of the annual budget deliberations.

**January**

The Department informs users of the rates and fees for the upcoming season in the application package. New rates are also posted on the City website.