



## City of Moose Jaw ARENA USAGE POLICY

<b>POLICY:</b>	<i>Arena Usage Policy</i>	<b>POLICY NO.:</b>	<i>PR-001-2020POY</i>
<b>POLICY Owner</b>	<i>Department of Parks and Recreation</i>	<b>Approved on:</b>	<i>May 24, 2022</i>
<b>Approved by:</b>	<i>City Council Resolution #2022-05-24-0224</i>	<b>Effective Date:</b>	<i>May 25, 2022</i>
<b>Last Reviewed:</b>	<i>May 24, 2022</i>	<b>Next Review:</b>	<i>May 2023</i>

### 1. Policy Statement

In accordance with Bylaw #5374, the Parks, Recreation and Facilities Advisory Committee shall recommend to City Council, policies, rules, and regulations concerning the use of lands set aside of parks, cemeteries, or recreation purposes.

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

### 2. Definitions

#### 2.1 Department

City of Moose Jaw Parks and Recreation Department.

#### 2.2 Arena Ice

Ice surface for, but not limited to, ice hockey, ringette, speedskating and figure skating.

#### 2.3 Arena Sport Court Floor

Rubber tiled floor surface during April to August for, but not limited to, lacrosse, inline hockey, pickleball, basketball, and volleyball.

#### 2.4 Special Event

An event where multiple participants are brought together to watch or participate, occurring for a limited or fixed duration that impacts the community.

#### 2.5 Minor Organization

An organization having all their participants eighteen (18) years of age or under as of December 31, of the current season. Coaches and instructors may be adults.

#### 2.6 Pre-empted Time

Ice time that has been removed from the regular user's schedule and used by another user for a special event.

#### 2.7 Provincial Sport Governing Body

Provincial organizations that foster, develop, promote, and regulate the playing and officiating of their sport.

#### 2.8 Flood Credit

Fifteen (15) minute invoice credit given to regular user groups booking four (4) consecutive hours of ice.

### 3. Scheduling Timelines

#### 3.1 Arena Seasons

2022/2023 ice seasons will be:

- **Kinsmen Arena** – September 12, 2022 to March 15, 2023
- **Bert Hunt** – October 1, 2022 to April 9, 2023
- **Wally Boshuck** – October 15, 2022 to April 9, 2023

2023 sport court season will be:

- **Kinsmen Arena** – April 3, 2023 to August 20, 2023

#### 3.2 Rates and Fees

All rental rates and fees are set per the Department rates and fees approved annually by City Council. New rates and fees come into effect on April 1 of each year.

Off-season ice rates – The adult prime time rate will be applied to all September Arena Ice bookings. Regular season ice booking rates apply from October 1, 2022 to April 9, 2023.

#### 3.2 Notification of Requests

The Department will ensure all groups and individuals who had ice time and sport court time in previous years are notified by email of deadlines. Deadline for applications shall also be published at [www.moosejaw.ca](http://www.moosejaw.ca). Applications received after the deadline will be processed on a first come, first-serve basis.

#### 3.3 Ice Allocation Timelines

##### **January**

The Department will advertise the ice request deadlines for the upcoming season on the City of Moose Jaw website and in City facilities. The Department will also email the Ice Application Information Packages to current ice users which includes the following:

- a) Special events, September ice, and regular season ice requests.
- b) Previous year's ice allocation.
- c) Rental Rates for the upcoming season.

##### **April 15**

Deadline for groups to submit ice requests and special events dates for the upcoming season.

##### **June 15**

The Department will distribute user group ice allocations for the upcoming season in the following order:

- a) September ice allocation.
- b) Regular season ice allocation.
- c) Preliminary Special Events allocation.

Where applicable, the ice allocations will be allotted based on the user group's previous year's registration numbers. The Department has the right to re-allocate the prioritization of ice if there are any large changes in registration numbers from year-to-year.

### **August – Third Week**

The Department will organize a meeting with user groups to review the process of returning ice allocations.

### **September 1**

Deadline to return ice allocations. Organizations may return a maximum of fifty percent (50%) of their unused ice allocation prior to September 1.

All ice times must be returned in bookable time slots, at the discretion of the Department.

### **September 15**

The Department will schedule a meeting to review special event dates and to confirm make-up dates for user groups impacted by these special events.

## 3.4 Sport Court Allocation Timelines

### **February 1**

The Department will advertise the Sport Court request deadline for the upcoming season on the City of Moose Jaw website and in City facilities. The Department will also email the Sport Court Application Information Packages to current users which includes the following:

- a) Special events & regular season requests.
- b) Previous year's allocation.
- c) Rental rates for the upcoming season.

### **February 28**

Deadline for groups to submit sport court requests and special event dates for the upcoming season.

### **March**

The Department will prepare weekly schedules for the sport court as per the Arena Usage Policy and will determine the timeline to install the sport court floor in the Kinsmen Arena.

### **April 1**

Deadline for Sport Court user groups to return any regular times for the upcoming season.

## 3.5 Statutory Holidays

Groups will not be scheduled on the following days:

- Before 11:00 a.m. on Remembrance Day. (November 11)
- December 24, 25, 26, 31.
- New Year's Day. (January 1)
- Good Friday at the Kinsmen Arena.

- Canada Day. (July 1)
- Saskatchewan Day.

### 3.4 Minimum Booking Length

All regular bookings must be a minimum of sixty (60) minutes long. Rush ice bookings must be a minimum of thirty (30) minutes.

## 4. **Programming Priority**

### 4.1 Ice Booking Priority

Ice programming schedules will be prioritized as follows:

#### **City Sponsored**

Programs directly sponsored by the Department shall have priority in all arenas.

#### **School Sponsored**

Local School Division sponsored programs will have priority at the Kinsmen Arena between 9:15 a.m. to 11:45 a.m. and 1:15 p.m. to 4:00 p.m. on school days.

#### **Public Skating/Sticks and Pucks**

Public Skating/Sticks and Pucks will be scheduled a minimum of seven (7) hours per week in total. This will include one (1) hour of adult public skating and one (1) weekday afternoon public skating session.

#### **Minor Organizations**

All ice time designated for Minor Organizations will be assigned directly through their designated ice co-ordinator.

Minor rental rates are only applicable from October 1 to the end of the ice season.

#### **Private Minor Teams / Individuals / Adult Activities**

Individual minor teams may rent ice time if it becomes available and will be required to prepay based on the annual rates and fees schedule.

At no time will a minor organization be regularly scheduled after an adult weekday activity.

### 4.2 Sport Court Booking Priority

Sport Court programming schedules will be prioritized as follows:

- a) Groups that have booked the sport court in previous season will be given the option to book similar times.
- b) Groups that have booked the floor in previous season(s) will be given the option to expand their program.
- c) New groups.

At all times, the Department reserves the right to amend an organization's request to facilitate a more efficient schedule.

Adult rentals will be scheduled at the end of the day's activities. At no time will a minor organization be regularly scheduled after an adult weekday activity.

#### 4.3 Subletting

Organizations are not allowed to sublet their scheduled time. Minor users are permitted to change or trade scheduled time with other minor groups provided they immediately inform the Department of their intentions.

### **5. Special Events**

#### 5.1 Special Events

All organizations regularly utilizing the Kinsmen Arena and Pla-Mor Palace shall be permitted to hold special event(s) utilizing any portion of the three (3) ice surfaces. All special events will be confirmed in the ice allocation process.

A provincial or national special event can be submitted with an ice application and will be reviewed and prioritized by the Department.

If a special event is cancelled, the Department shall be notified immediately. Ice must be first offered back to the regularly scheduled ice users and any remaining ice will remain the responsibility of the special event user.

As per the City's concession operator agreements, no outside food is permitted in the Arenas without prior approval from the Department.

#### 5.2 Hours of Events

It is recognized that special events may be outside regular schedules. It is the responsibility of the user group to request approval for earlier or later hours of operation at least two (2) weeks prior to the event to appropriately schedule City staff. Every attempt will be made to accommodate these requests.

The user will be responsible to pay for all additional labour costs for any Department staff required outside of the regular scheduled hours to accommodate these events. This will be charged at the standard overtime rates as per the current CUPE Collective Agreement plus a fifteen percent (15%) administrative fee.

### **6. Ice Allotment Guidelines**

#### 6.1 Percentage of Registrants

The ice allocated to minor organizations will be based on the previous year's registrations submitted to their Provincial Sport Governing Body for each organization. Where possible and if feasible, organizations will also be allotted their blocks of time based on percentage of registrants. For example, if an organization has seventy percent (70%) of the total minor organizations' registrants, seventy percent (70%) of time between 4:00pm – 10:00pm will be allocated to that organization if possible.

## 6.2 Moose Jaw Skating Club

Moose Jaw Skating Club shall be allotted a minimum of twenty-five (25) hours per week, based on a percentage of registrants.

## 6.3 Moose Jaw Kinsmen Speed Skating Club

The Kinsmen Speed Skating Club shall be assigned a minimum of six and one quarter (6.25) hours per week at Kinsmen Arena in a minimum of two (2) hour blocks. Fifteen (15) minutes immediately before and immediately after their usage shall be set aside for the Club to set up and take down their mats at no charge.

All Moose Jaw Kinsmen Speed Skating Club bookings will be at the Kinsmen Arena.

## 6.4 Moose Jaw Minor Hockey

Moose Jaw Minor Hockey will be allotted a minimum of ninety-five (95) hours of ice time per week.

## 6.5 Regular User Groups

Groups that have had booking contracts in the past twelve (12) months will be given the option to book similar weekly hours from the previous season. Bookings must be made prior to April 15th to qualify as a regular user group.

## 6.5 Other Users

All organizations, teams, or individuals not previously covered shall have their request dealt with utilizing the priority list on a first-come first-serve basis.

## **7. Payments**

### 7.1 Credit Approved User Groups

Credit applications for monthly billing for minor and adult users with regularly allocated ice will be set up with the City of Moose Jaw Department of Financial Services. All other users must pay for the full invoice at the time of the booking and complete a booking contract.

### 7.2 Credit Cards

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

## **8 Returns and Refunds**

### 8.1 Seasonal Returns

Groups allocated ice on June 15 for the full season may return a portion of the seasonal allocation after the September 1 deadline. Seasonal ice returns must be done thirty (30) days in advance, for the remainder of the season and must be returned as bookable times.

## 8.2 Refunds

- Cancellations over 30 days - full refund.
- Cancellation 0 – 29 days - not refunded.

Refunds will be issued within two (2) weeks after cancellation of booking. There are no refunds on Rush Ice.

If the Department can completely replace the booking, a full refund will be provided. All refund requests will be subject to review by the Department.

## 8.3 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, 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 rental, there shall be no rental charge made payable. Every attempt for reasonable notice will be given to the user group upon cancellation of a rental by the Department.

## 8.4 Weather

Cancellations due to weather conditions will be reviewed by the Department and considered on a case-by-case basis.

## 8.5 Transfers and Subletting

All bookings are non-transferable to other dates and subletting rental times is not permitted.

## **9 Rush Ice**

### 9.1 Available Times

Rush ice will be available at the Kinsmen Arena, Monday to Friday between the hours of 9:00 a.m. and 4:00 p.m. based on availability. Rush Ice can only be booked forty-eight (48) hours in advance.

Bookings must be a minimum of thirty (30) minutes with a maximum of six (6) participants on the ice and arena ice is "as is". Additional floods are not offered for Rush Ice.

### 9.2 Rush Ice Rate

The Rush Ice Rate is based on an hourly rental rate. Payment is required at the time of booking and is non-refundable.

### 9.3 Supervision

All minor participants must have an adult on the ice and the adult supervisor must have knowledge of the activity that the participants are performing.

## **10. Ice Resurfacing**

### **10.1 Procedures**

To ensure the City provides safe, quality, and cost-effective services, it is recognized that proper time will be allocated to ensure regular ice maintenance resurfacing in all arenas. Ice resurfacing requested during an organization's scheduled time will be provided between regularly scheduled ice resurfacing. In the event of a conflict, the priority of ice resurfacing at the Pla-Mor Palace will be the original Department scheduled resurfacing between each scheduled user group.

User groups must schedule appropriate ice resurfacing during their ice block to minimize damage to the ice, based on the activity and age of participants on the ice, and at minimum ice re-surfacing shall occur after every two (2) hours of usage.

At no time are any participants to be on the ice when ice resurfacing occurs.

Flood Credits are established in the Department's annual rates and fees schedule.

## **11. Dressing Rooms**

### **11.1 Allocation**

There will be two (2) dressing rooms per user group for each scheduled time. There will also be access to an additional room, referee or coaches' room if required. These rooms are available to the user groups one (1) hour prior to each booking and a half (.5) hour following the booking.

Priority scheduling for dressing rooms:

- a) Referee rooms are assigned to game officials for scheduled games.
- b) Gender based rooms are assigned to co-ed groups as needed.
- c) Gender based rooms may be used by game officials only if not assigned to co-ed groups and available.

### **11.2 Cleanliness**

Users are required to clean dressing rooms after use by picking up any garbage, tape, or other items off the floors so that they are ready for the next group.

## **12. User Responsibilities**

### **12.1 Damages to Property or Equipment**

It is the responsibility of each user group to ensure that appropriate supervision is provided for all participants and users under their programs while utilizing these facilities. All vandalism, damages and/or excessive cleanliness issues found during or after use may result in the following:



- a) Removal or suspension from the facility.
- b) Financial penalty for actual replacement and repair costs, plus an administration charge of fifteen (15%) billed to the contract user.
- c) Cancellation of current and future rental contracts.
- d) Criminal charges as deemed necessary by the City of Moose Jaw Police Service.

## 12.2 Signage

The Department will provide signage in each arena to reflect current safety practices, arena regulations, and Department contact information.

## 12.3 Insurance

All organizations sanctioned with a Provincial Sport Governing Body and all special event organizers are required to keep in full force and effect a \$5 Million Commercial General Liability insurance policy with the City of Moose Jaw listed as an additional insured. There shall also be 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.

## 13. **Annual Policy Review**

### 13.1 Timeline

#### **April 15**

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

#### **May**

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

#### **May**

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.

## 14. **Rates and Fees Review**

### 14.1 Timeline

#### **August**

The Department conducts a review of arena rates and fees and prepares a report with recommendations on fees for the upcoming season 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.

**September/October**

The rates and fees schedule for the following season is approved and adopted by City Council.

**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.

<b>APPROVED</b> City Manager's Signature:	<i>Jim Puffalt</i>
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