

File No. R-5

February 8, 2023

TO: 2023 INDOOR ARENA FLOOR SURFACE ORGANIZATIONS

FROM: MOOSE JAW PARKS AND RECREATION DEPARTMENT

SUBJECT: INDOOR ARENA FLOOR SURFACE REQUESTS

Dear Sir/Madame:

Please find enclosed information on the following items:

- 2023 Regular and Special Event Arena Surface Requests
- Rental Rates as of April 1, 2023
- Contact list for Arena Surface Organizations

Please return all requests to: City of Moose Jaw Parks and Recreation
Kinsmen Sportsplex
855 MacDonald St.
Moose Jaw, SK S6H 2W3
Email: NWalchuk@moosejaw.ca

If you have any questions, please contact the undersigned at 306-690-9060 or at NWalchuk@moosejaw.ca.

Yours truly,



Nicole Walchuk
Recreation Program Supervisor

/nw

Encl.



File No. R-5

February 8, 2023

TO: ALL INDOOR ARENA FLOOR SURFACE ORGANIZATIONS

FROM: MOOSE JAW PARKS AND RECREATION DEPARTMENT

SUBJECT: 2023 REGULAR AND SPECIAL EVENT REQUESTS

Dear Sir/Madame:

Enclosed, please find your organization's 2023 Indoor Floor Usage request form for the Kinsmen Arena. **Deadline for applications is February 28, 2023.**

Please pay special attention to your Regular Schedule and Special Event requests. It is to your organization's advantage to list several schedule choices and your precise details of Special Events. **After confirmation, changes may not be possible.**

If your organization would like our assistance in completing your Indoor Floor Usage application or have any questions, please contact the undersigned at 306-690-9060, or NWalchuk@moosejaw.ca.

Yours truly,

A handwritten signature in blue ink that reads "Nicole Walchuk".

Nicole Walchuk
Recreation Program Supervisor

/nw

Encl.

Date Received _____

2023 INDOOR FLOOR SURFACE USAGE REQUEST

GENERAL INFORMATION

Name of Organization _____

Scheduling Co-ordinator _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (work) _____ (home) _____ (cell) _____

President _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (work) _____ (home) _____ (cell) _____

Treasurer _____

Mailing Address _____

Postal Code _____ E-Mail _____

Phone (work) _____ (home) _____ (cell) _____

Monthly Invoices to be emailed to (pick one):

___ Scheduling Coordinator

___ President

___ Treasurer

___ Secretary



FLOOR SEASON: Kinsmen Arena

April 3 – August 20, 2023

Please be reminded that the arena is closed on July 1.

2023 REGULAR SCHEDULE REQUEST

Please note every effort will be made to grant the number of hours per week that your organization requests.

<u>DAY(s)</u>	<u>TIME</u>
_____	_____
_____	_____
_____	_____
_____	_____

It is your organization's advantage to list as many choices as possible when making your request. This increases our flexibility in allocating time and meeting your scheduling requirements. Every attempt will be made to accommodate your needs; however, this may not be possible in all cases.

Please be reminded that each group is allotted half hour to use the dressing room before and after your scheduled floor time.

2023 SPECIAL EVENT REQUEST

Please list below the arena, dates and times that your organization requires for your Special Event(s). Once your Special Event(s) has been confirmed, revisions may not be possible due to the number of event requests and the scheduling process complete.

<u>DATE(s)</u>	<u>TIME</u>
_____	_____
_____	_____
_____	_____

I, _____ DO HEREBY MAKE FORMAL APPLICATION FOR
ICE TIME ON BEHALF OF _____

(President or Schedule Co-ordinator)

(Treasurer or Schedule Co-ordinator)



KINSMEN ARENA FLOOR SURFACE RENTAL RATES

(GST not included)

****Rates effective April 1, 2023****

INDOOR ICE ARENAS (Summer)

Minor	\$ 52.00/hr
Adult	\$ 62.00/hr
Commercial	\$209.00/hr

<u>Meeting Rooms:</u> (Kinsmen & Pla-Mor)	\$ 21.50/hr
	\$ 107.50/day

Meeting room rentals to be invoiced must be booked with the Recreation Program Supervisor or payment will be required at time of booking with Front Desk Staff.

****Please note that a rate increase is anticipated for April 1, 2024****