Schedule ‘A’ to By-law 24-2004

**THE CORPORATION OF THE TOWN OF DEEP RIVER**

**Corporate Policy**

**SUBJECT: ICE TIME**- DEEP RIVER ARENA

**POLICY STATEMENT:**

It is the policy of the Corporation of the Town of Deep River, based on the principles of fairness and equity, to outline the priority of determining access to municipal facilities and to develop a method of determining a realistic way to allocate facility use.

**PURPOSE:**

To outline the basic responsibilities of the Recreation Services regarding the access to municipal facilities and to provide a process for allocating rental hours in the Deep River Arena for ice related activities to both the general public and organized groups.

**DEFINITIONS:**

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| Casual Rentals | Generally any group / individual who rents ice at the arena “on the spot” basis |
| Contract Rentals | Any group / individual renting a specific block of time on a contract basis for the duration of the season |
| Deep River Skating Club | Refers to figure skating club recognized by Skate Canada (Canskate, Starskate, Intermediate and Senior Levels and Adults) |
| Minor Hockey | Recognized by the Ottawa District Hockey Association. Under UOVMHL – District 5 |
| Minor Sports | Activities / sports for minors. Eg. Ringette, broomball |
| Recreation Programs, Co-sponsored Programs and Special Events | Any program or special event operated, co-sponsored or sanctioned by Recreation Services |
| Prime Time Ice | Those hours between 5:00 pm and 10:00 pm Monday through Friday and 8:00 am to 11:30 pm Saturday and Sunday |
| Non-Prime Time | Those hours between 7:00 am – 5:00 pm and 10:00 pm – 12:00 am Monday through Friday |
| Tournament | Normally means hockey, skating competitions, or other similar competitions between three or more sports teams that gather together under the direction of an organization renting ice on an hourly basis where the ice is occupied for one day or more for the purpose of determining a winner amongst the competing teams. |

**WINTER ICE SEASON**

The winter season commences on the 2nd Monday in September and operates for 28 consecutive weeks.

**TIMES AND DAYS OF OPERATION**

The arena shall operate according to demands. It is anticipated that during the winter season the arena will operate from 7:00 am to 12:00 midnight, Monday through Sunday.

**Minor Use Hours\*:** Ice designated as appropriate for minor users.

Monday to Friday: 4:00 pm – 9:00 pm

Saturday and Sunday: 8:00 am – 8:00 pm

**\**MUST ALLOW TIME FO RPUBLIC SKATING***

**Adult Use Hours:**

Monday to Friday: 9:00 pm – 12:00 pm

Saturday to Sunday: 8:00 pm – 12:00 pm

**Adults who have allocation of prime time ice designated as appropriate for minor users for a season may not receive the same allocation in future seasons due to increases, registrations in minor activities.**

**THE ARENA IS CLOSED ON THE FOLLOWING DATES;**

December 24

December 25

December 31

January 1

1. **Administrative Policy**

The Corporation of the Town of Deep River will be responsible for the establishment of fair and equitable rates and fees by Council resolution.

**PROCEDURES-RATES AND FEE CHARGES:**

* 1. One hour of rented ice shall consist of 50 minutes, allowing 10 minutes for flooding and hardening of the ice surface.
  2. An individual must be 18 & over to rent available ice time.
  3. Each seasonal user group will be presented with an Ice User Rental Contract. Each Ice user group will be required to sign the contract and return the contract to the Recreation Services Office by August 1st. User groups not returning their contract will not be allowed on the ice.
  4. Rates, effective June 30th, shall be established annually.
  5. **Seasonal users** will be billed in two installments. First installment in October and the second installment in January of the following year. Any balance owing after 30 days from the date of the invoice will be subject to interest charges pursuant to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days from the date of the invoice, the renter may lose future bookings.
  6. **Casual Ice Rentals** will be required to pre-pay at the time the booking is made. The receipt must be presented to the arena staff on duty prior to the group using the ice. Booking are to be made at the Recreation Office. Payments are to be made at the reception desk and the Town Hall.
  7. The user group will be charges for any **ice cancelled** with **less than one week’s notice.** Should the Renfrew County District School and Catholic School Board cancel ice time due to inclement weather conditions the day of, they will not be charged for the time.
  8. Should the Arena have to cancel users ice times due to unforeseen facility problems the users will be reimbursed.
  9. Due to unforeseen circumstance should a rental run overtime the following rental will start late but will receive its full ice time.

***NOTE TO ALL RENTAL PARTIES: FAILURE TO COMPLY WITH APPLICABLE PAYMENT POLICY MAY RESULT IN CANCELLATION OF ICE TIME.***

1. **GENERAL POLICY PROCEDURES:**
   1. Participants, or their supervisor, are required to inform the arena staff of all accidents immediately so proper documents can be completed.
   2. Only arena staff will be allowed on the ice surface while ice surfacing equipment is on the ice and, in the case of hockey, while nets are being pegged.
   3. Only participants, and their supervisors who are schedule to be on the ice surface are allowed access. All other arena users remain off the ice surface until it is your allocated time.
   4. The participants shall be given a maximum of 40 minutes after the scheduled ice time to vacate the dressing rooms. If participants stay beyond this time limit they will be charged for that length of time.
   5. All special arrangements or requirements for special arena use or maintenance are to be made to the Supervisor at least one week in advance.
   6. **Alcoholic beverages are prohibited within the Deep River Arena.**
   7. Alcoholic beverages may be served in the Arena, under L.C.B.O Licensed event and with permission from the Town of Deep River. You must provide a Designated Driver Program at these events and your servers must have a Smart Serve Certificate. Your designated driver forms must be completed and returned three weeks prior to your events.
   8. **Smoking is prohibited in the Deep River Arena under bylaw # 15-2003**
   9. All casual and special booking must have their equipment removed from the arena facility within 48 hours. Special arrangements can be made with the Supervisor.
   10. The Town of Deep River will not assume responsibility for the loss or theft of any personal property.
   11. Organizations will be reminded that they are responsible for entering the ice surface at the beginning of their scheduled time and to leave the ice surface immediately at the end of their ice time.
   12. Coached, managers or supervisory personnel and parents for minor sports will be held responsible for the conduct and control of participants involved in their program before, during and after their schedule time.
   13. Groups, organizations or individuals will be held financially responsible, on a collective or individual basis, for damages, done by negligence, to the arena and facilities within.
   14. Coaches, managers or supervisory personnel and parents for minor sports will be held responsible for the safety of the participants by ensuring they are properly equipped before going on the ice.
   15. The facilities within the arena will not be used for storage or personal equipment unless authorized by the Supervisor.
   16. Facilities within the arena which are not open to the public are the maintenance rooms, equipment rooms and office. Facilities within the arena are accessible are the dressing rooms, stands, washrooms, and front lobby.

***NOTE TO ALL RENTAL PARTIES: FAILURE TO COMPLY WITH APPLICABLE POLICY PROCEDURES MAY RESULT IN CANCELLATION OF ICE TIME.***

**3.0 ICE ALLOCATION POLICY:**

**Ice allocations will be assigned to all adult groups as best as possible to previous year’s times.**

**3.1 Tournaments & Other Special Events –** Tournaments and Special events take prudency over all bookings. All requests for Tournaments and Special Events **must be booked in for the next year following this year’s Tournament and must be submitted in writing.** A schedule for the event **must be submitted two weeks prior to the booking**. Tournaments and Special Events are to be restricted to 2 weekend bookings per month, unless authorized by Recreation and Council.

**3.2 Public and Senior Skating –** The amount of time made available for Public and Senior skating will be reviewed on an annual basis by Recreation and Council. Allocating may be increased or decreased based on demand and by reviewing the records of skating stats.

**3.3 Minor Sports –** Minor Hockey and Figure Skating and other minor activities/sports –ice allocation to minor organizations will be based on the previous year’s registrations and by the total number of teams (Minor Hockey). Allocations may be increased or decreased based on demand and registration.

**3.4 Adult/Youth Learn To Skate Program-** Deep River Skating Club – allocation may be increased or decreased based on demand and registration.

**3.5 Adult Organized Hockey-** Men and Women’s Hockey – Adult Leagues and individual adult rental hours will be developed in relation to needs, hours available and historical patterns.

Where there is a conflict of requested ice time, and the teams can’t come to an agreement the group with the most seniority will be given the requested time.

**NEW USER GROUPS REQUESTING PERMANENT ICE TIME**

* When there is a new group/individual requesting a permanent ice booking and if there is already an existing user group meeting similar needs in the community, Recreation will direct the new group to the existing user group.
* All organizations or persons requesting permanent ice time for the upcoming season must make their request in writing to the Recreation office by June 1st.

To be considered a new user group requesting permanent ice time for the upcoming season must meet the following criteria:

* Meet an identified need in the community not being provided by any of the existing user groups. Identified need and appropriate use of the facility will be evaluated by the Recreation and Council
* The group/organization is considered a non-profit organization
* If user group’s activity is a team activity, they must have a minimum of 2 teams – Adult 10 players per team. Minors 11 players per team.
* The ice time for the new user group will be determined on availability of ice.

User groups who do not meet the above minimum criteria will be placed on a waiting list, and once all previous contracts are in place, any open hours will then be offered to groups/persons on the waiting lists. The date of the letter requesting ice time will be considered the seniority date on the waiting list.