



POLICY

Policy No. 72 -22- 25/02/03

Department: Recreation

Ice Allocation Policy

1. PURPOSE:

The purpose of the Ice Allocation Policy for the Tom Hornecker Recreation Centre (THRC) is to establish an equitable method of assigning ice time to all user groups. This policy aims to provide clear guidelines for the administration to ensure the fair and efficient management of the ice arena. By outlining the principles and procedures for ice time allocation, the policy ensures transparency, fairness, and consistency in serving the needs of all users while optimizing the use of the facility.

2. DEFINITIONS:

2.1. Recognition of Major Personal Milestones

Adult Ice User means any group or organization where the majority of the participants are 18 years or older.

Local Sporting Organization means: any group/team/organization which can demonstrate to the Town that at least 60% of the registered participants reside within the Town of Nanton or the M.D. of Willow Creek.

Carded or Homed Organization means: any group, team, or organization that is either officially registered (carded) through Nanton or based (housed) in Nanton as identified by their governing association. These organizations may be eligible for special rates under the Fees and Rates Bylaw.

Non-Local Sporting Organization means: any group, team, or organization that is not registered or based in Nanton and is subject to charges as a Non-Local Team under the Fees and Rates Bylaw.

Community/ Special Event means a commercial or non-commercial activity or event that attracts participants and/or spectators, and includes, but is not limited to: a festival, competition, race, tournament, show, private event, ceremony, guided use or training within a Town facility, public space, park or trail. In the context of the THRC, this means a public or private event *that is not directly associated with regular season schedules and bookings* (ie. Hockey tournaments, figure skating test days/carnivals/competitions, Family Day Skating Event).

Youth Ice User means any group or organization where the majority of the participants are under the age of 18.

3. TOM HORNECKER RECREATION CENTRE OPERATIONS

The Town of Nanton will manage its facility to ensure optimum usage and programming, to reflect the goals and objectives of the residents of the Town.

- 3.1 Ice bookings prior to the opening of the ice arena on the Monday of the third week of September, or after the closing of the ice arena in March, will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and determined on a case by case basis. Fees for early opening will be billed at the regular price plus twenty (20) percent for a minimum of five (5) hours per day for every day that the THRC ice arena is opened early or closed late. (ie. if the THRC ice arena is opened 7 days early, the booking group must pay for each day it is open early, even if they are not utilizing the ice).
- 3.2 The THRC will be closed on the following statutory holidays: Labour Day, Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Victoria Day, August Civic Holiday, and all holidays declared or proclaimed by the Town of Nanton. All bookings requested on these holidays will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and if approved, will be billed for at the holiday rate.
- 3.3 The THRC will be opened to the public one (1) hour prior to the first ice booking of the day, and will be closed to the public one (1) hour after the last booking of the day. The Town reserves the right to change and adjust these hours to meet the operational requirements of the facility.
- 3.4 All dressing rooms are to be vacated within 30 minutes of the end of the scheduled ice slots to provide enough time for staff to clean and prepare the room for the next booking.
- 3.5 All damages to the arena and dressing rooms will be charged back to the offending groups.
- 3.6 All correspondence, bookings, and invoicing will only be conducted between the Town and the designated contact person provided by the user group/organization. Decisions and actions of the contact person are considered the decision and action of the user group. The contact person is responsible for sharing information with their respective user group. On the Annual Ice Request form, it is the responsibility of the requesting organization to designate the contact person for the organization as a whole

4.1 ICE ALLOCATION

3.1 Priority for Ice Allocation

The Town of Nanton has the responsibility to manage the allocation of ice on a yearly basis based on the best needs of the community. Group/organizational and block booking of the ice arena will follow the following priority listing:

- 1st Priority – Public Skating & Town programs/special events
- 2nd Priority – Local Youth Organizations/Teams
- 3rd Priority – Local Senior "AA" Hockey Team
- 4th Priority – Local Adult Organizations/Teams
- 5th Priority – Non-Local Organizations/Teams
- 6th Priority – All other users/teams/schools

A minimum of seven (7) hours/week will be designated for public skating activities. Public skating will include all activities that are open to all members of the public (ie. Skating, shoot around, parent & tots, etc.). The Town of Nanton will ensure that public skating activities will be allocated during times where optimal usage will take place.



It will be left to the discretion of the Manager of Recreation or designate to determine if an application for a Community Event Permit, pursuant to the Community Events Policy, is required for a specific special event at the THRC. Specific considerations include, but are not limited to:

- Scale of potential Town liability/ risk;
- Scale of event in terms of participants/ audience;
- Organizational structure and responsibilities around the event.

4.2 Ice Allocation

- 4.2.1 The Town can provide an Ice Allocation Request form (attached as schedule 'A') to each user group that must be submitted to the Town no later than June 1st of each year requesting allocation for the following season. User groups who do not submit the Ice Allocation Request form to the Town, on or before the June 1st deadline, will forfeit their spot in the ice booking priority category and be moved to the bottom of the list for the following season's allocation.
- 4.2.2 Where there is a conflict of requested ice allocation between users in the same priority category, the Parks and Recreation Manager, designate and/or CAO will work with the conflicting user groups to achieve resolution between both parties. If resolution cannot be reached, the Parks and Recreation Manager, designate and CAO will make a final decision.
- 4.2.3 Once all ice allocations have been set, all other requests from all other user groups/individuals will be considered on a first come, first serve basis.
- 4.2.4 It is the responsibility of the ice user group/organization to provide to the Town a listing of which team is using each ice slot to ensure that we can properly allocate the dressing rooms.
- 4.2.5 The Town reserves the right to add, change or delete any or all allocations bookings.

5. ICE CANCELLATION, CHANGES AND NO SHOWS

The Town of Nanton strives to ensure that the THRC is being fully utilized at all times and operating to meet maximum efficiency.

- 5.1 The practice of transferring, trading or sub-leasing ice between different user groups/organizations is strictly prohibited. All ice slots that will not be used by a user group/organization must be turned back into the Town of Nanton as outlined in 5.3.
- 5.2 Changing the intended user of ice within a single user group/organization is acceptable (ie. Nanton U13 hockey uses the ice slot instead of Nanton U15 hockey). The Town requests advance notice of any changes be provided to ensure updated schedules are posted at the THRC.
- 5.3 All ice booking cancellations must be provided to the Town in written form (email or letter) and delivered to the Parks and Recreation Manager. 7 days notice must be give to not be charged your regular ice fee.
- 5.4 If the cancelled booking is rented out prior to the booking time, the original contracted ice user will not be charged.



- 5.5 The Parks and Recreation Manager will keep track of excessive no-shows (more than three (3) in a single season) from the same user group/organization will be charged the Non-Local Ice Rate for all subsequent rentals by the group/organization for the remainder of the season, as determined from year to year by Council in the Tom Hornecker Fees resolution.
- 5.6 Cancellations resulting from arena operations will not be charged to the user group.

7. PAYMENT

User groups who fail to pay rental fees as per the General Credit Policy may be denied bookings and or subject to pre-payment as per the General Credit Policy. A penalty will be added to an overdue account.

6. POLICY REVIEW AND AMENDMENT

- 6.1 This policy replaces Ice Allocation Policy 72-12-13/05/06.
- 6.2 To maintain its relevance, this policy will be reviewed by Council every three years or as needed. Any amendments will reflect feedback from the community and Council to enhance recognition practices.

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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MAYOR

Date


CHIEF ADMINISTRATIVE OFFICER

Date





Facility Rental Agreement

Facility Requested: _____

Type of Event: _____

Event Date(s): _____

Est. Attendance: _____

Average Age: _____

<input type="checkbox"/> Pool	Start Time: _____	End Time: _____
<input type="checkbox"/> Lounge	Start Time: _____	End Time: _____
<input type="checkbox"/> Arena	Start Time: _____	End Time: _____
<input type="checkbox"/> Warm Room	Start Time: _____	End Time: _____

Contact Information:

Name: _____ Email: _____

Organization: _____

Address: _____

Phone #: _____

OTHER ARRANGEMENTS:

RULES & REGULATIONS GOVERNING USE OF TOWN FACILITIES

1. All users agree to abide by the Town of Nanton Facilities Use Policy attached here.
2. Any activities or special arrangements not specifically authorized on this agreement are prohibited
3. No vending or sales of any kind are permitted without prior approval
4. The user shall leave the facility in a clean and orderly fashion.
5. No equipment shall be removed from the premises.
6. The user group shall agree to have at least one supervisor/ security for every 250 people in attendance.
7. The user shall accept full responsibility for the conduct of those in attendance at the facility.
8. No decorations shall be displayed or installed which shall damage or deface the building or grounds.
9. Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
10. A copy of this agreement must be in possession of the applicant during facility use.
11. No artificially enhanced or amplified sound systems are permitted without prior approval.
12. The user is required to ensure that all municipal, provincial, and federal regulations are abided by and licensing is obtained; including but not limited to the use/sale of alcoholic beverages and or the use/sale of food.
13. Any camping or sleeping overnight in Town parks or facilities is prohibited.



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 REPLACES POLICY DATED: 72-130506

14. All large items (bounce house, dunk tank, climbing wall etc.) are prohibited without authorization

CONDITIONS:

Initial:

- ☐ Name and date(s) of events being covered.
- ☐ All fees are due at time of booking, unless other arrangements are agreed upon
- ☐ GENERAL LIABILITY: Policy showing limits of \$2,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
- ☐ GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.
- ☐ PRODUCTS LIABILITY INSURANCE ENDORSEMENT: (Food or beverage sold or given away).

CANCELLATION POLICY:

1. A booking is considered tentative unless this agreement is completed in full with supporting documents, and payment is received. Tentative bookings will be held for fourteen (14) calendar days.
2. Cancellation must be provided in writing or by email or by letter seven (7) calendar days prior to the rental.
3. If cancellation is received with less than seven (7) calendar days there will be no refund or credit unless the facility can be rented to another user.

FEES:

_____	\$ _____
_____	\$ _____
SUB TOTAL	\$ _____
GST	\$ _____
TOTAL	\$ _____

IMPORTANT: READ BEFORE SIGNING

The applicant is an authorized agent of the group entering into this agreement. The applicant (and his/her organization) making this agreement understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Town of Nanton. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the Town of Nanton, the Town of Nanton Recreation & Parks Department and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.



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I certify that I have read and agree to abide by the rules and regulations which appear above.

Signature: _____ Date: _____

Approved By: _____ Date: _____

*** All reservations subject to approval by the Manager of Parks and Recreation (or authorized designate)

Town of Nanton

Parks and Recreation Manager

403-336-3157

lglas@nanton.ca

Company>70 Rec>THRC>Forms & Policies>Short Term Facility Rental



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