

CANADA GAMES CENTRE

FIELD HOUSE & TRACK USER GROUP/MEMBER SPACE

ALLOCATION POLICY



APPROVED JUNE 2013

1. CANADA GAMES CENTRE SPACE ALLOCATION RESPONSIBILITY

The Canada Games Centre (CGC) has the responsibility to manage the allocation of Field House space between outside user groups and membership base on a yearly basis to reflect the needs of members, internal programs, and renters. Usage numbers, commitment to the legacy of the building and balance of revenue will all be considered when distributing space amongst the different groups. The Community Recreation & Field House Coordinator and Facility Rentals & Events Coordinator are responsible for setting and upholding these allocation policies annually after review and approval from the Senior Management Team.

2. ALLOCATION and DISTRIBUTION

On an annual basis, the CGC will develop matrices that best reflect the distribution of user needs in the facility. The CGC will make every effort to distribute these times appropriately between user groups and membership base. Rental spaces will then be distributed amongst interested parties. The CGC reserves the right to change the allocation policy as required.

2.1 Priority Level of User Groups

Field House and Track Space will be allocated according to the following priority levels.

1. Canada Games Centre programming – includes programs, services (ex: Fitness Classes and camps), member time, special events, and instructional programs
2. Provincial Sport Organizations (PSO) and Canadian Sport Centre Atlantic
3. PSO Member Organizations
4. Adult Organizations (private clubs and leagues, both adult & youth)
5. Occasional User Groups

In addition, rental space will be allocated according to the following programming priority of the groups requesting use:

1. Tournaments, special events, provincials or higher level championships
 - a. Priority will be given to events sanctioned by Provincial Sport Organization (PSO)
2. Provincial Team Training Camps
3. Practice times and exhibition games
4. League/Seasonal Play
5. Invitational, open or charity tournaments/events
6. Recreational Play

In all cases, sports that the building is outfitted for (badminton, basketball, volleyball, and athletics) will be given first priority as part of our legacy commitment to youth sport in the province.

2.2 Occasional User Groups

The CGC will set aside a limited number of one hour rental slots in each week for occasional user groups wishing to rent in the Field House on a single use basis. These slots are first come, first serve, and available to book beginning in September of each year. These spaces will be limited when available during the November – May rental season.

All occasional user groups will pay the full posted price for their rentals according to the prime/non-prime pricing chart.

2.3 Rental Time Restrictions

2.3.1 Warm-Up Time

Warm-up time must be included in your designated rental time. A group will be permitted to enter the facility 15 minutes prior to their rental in order to change and make it to the Field House/Track. If warm up can occur in side space without impeding the group prior to yours, that is fine, however, you may not access the court space/lanes until your rental start time.

2.3.2 Public Use of Open Times

Any “open” court times designated on the Field House Schedule are open to any member or day pass user for a designated activity. Any group/team/organization may not enter at once and “take over” any given court for practice/pick-up/playing purposes. Open times are to be shared with any user that chooses to play, and best efforts will be made to include everyone in any open times.

During these open times, any obvious coaching must be ceased immediately at the request of any CGC Staff. Any other activities that limit general users (ex: football, baton twirling, airplane piloting) will be ceased immediately at the request of any CGC Staff.

3. BOOKING LIMITATIONS and RESTRICTIONS

The CGC Staff will do it’s best to allocate times to as many organizations as possible during the booking process. The following restrictions and limitations will be enforced to all user groups.

3.1 Single Court or Two Court Bookings

- Minimum length of booking is one hour
 - One hour refers to 50 minutes of playing time, and 10 minutes for clean-up and equipment tear-down at the end of the hour.
 - Any rental that requires a non-sport set-up (ex: tables, chairs, bleachers) will be required to pay for the set-up time required. No groups will be permitted into their space early to set-up for the event
- Groups will be given “vertical” bookings times and not blocks of time (ex: one court for 3 hours, not 3 courts for one hour).
- It is up to the organization to schedule what teams are designated for the times allotted.

3.2 Full Field House Bookings

- Full Field House bookings are required to be a minimum of four (4) hours
- Back to back full Field House bookings will be subject to approval prior to rental
- All set-up and tear down time outside of sport set-up that the Field House is designated for will be charged to rental group

- The CGC will only accept two (2) Full Field House tournament bookings per month in order to fulfill the legacy of the building while leaving available time for member use as well.
 - The CGC reserves the right to book extra weekends if necessary on a case-by-case basis.
- The CGC Staff and rental group will perform a site pre and post inspection to ensure that any damage is properly documented and charged to the rental group

3.3 Tournament Bookings

- In order to limit disruptions to regular play, and to members of the CGC, all tournament bookings must be requested a minimum of 60 days in advance
- All requests will be given choice of the remaining pre-determined slots that are made available each month for tournament bookings
- Start times for events may be determined by the Canada Games Centre in order to maximize facility usage.
- In the case that a request is not made 60 days prior to the event, no attempts will be made to rearrange prior bookings and programs to accommodate the booking
- All booking times must be finalized three (3) weeks prior to the event, and no changes will be made after that time.
- Schedules for any tournament must include sufficient buffer times to allow for the completion of all games and must include time for injuries, overtime, and transition between games (if necessary). The Centre reserves the right to end the event at the previously designated time, even if games are not completed.
- All organizers must submit any tournament schedules a minimum of 7 days before the event is to take place so proper staffing accommodations can be put into place.

3.4 Track and Long Jump Pit Bookings

- Minimum length of a full track booking is four (4) hours
- Back to back full Track bookings will be subject to approval prior to rental
- Minimum length of track lane booking is one (1) hour
- Lane rentals must adhere to the ratio of 10 users per lane at all times.

- Groups renting the entire track will remain at under 200 users (including spectators) for fire regulations.
- All timing, warm-ups, video, etc must take place in rented lanes, and not in lanes designated for public use.
- Unless a tournament is requested, no rental shall exceed three (3) lanes during prime times
- All participants in rental group must adhere to CGC dress code. Shirts fully covering the stomach and footwear must be worn at all times.
- Unless previously arranged, the long jump pit may not be uncovered for any rental. Additional fee will be added to rental for pit use.
- Full Track rentals requiring the long jump will incur an additional fee. Pit must be requested a minimum of three weeks before the event to allow for proper staffing. Any requests after that are subject to staff availability and may not be approved.
- All equipment must be returned to the storage room after each rental by the rental group. The storage room must have easy access at all times.
- If a user group fails to return the equipment used to the storage room, they will be billed for the additional clean up done by CGC Staff.

3.5 Further Stipulations

- The CGC will not accept overnight bookings.
- All single-time rental requests must be received by Thursday at 4pm for the following Monday through Sunday time period.
- All organized groups must have their own insurance for recurring block bookings
- Any organization or rental group not showing for a booking will be charged at the prime time rate
- If a group is more than 15 minutes late, without notice, the booking will be forfeited, and the court(s) will be used for member time. Group will be billed as if they are a no-show.

4. AGREEMENT AMENDMENTS AND CANCELLATIONS

Prior to any facility use, all renters shall sign a rental agreement indicating they agree to the terms and conditions of rentals at the CGC. Cancellations will be processed according to that document, as is outlined below.

4.1 Amendments

Any renter may, in writing, request amendments to the required set-up for their rental. Requests received after 4pm on the day of the rental will not be processed.

Any amendments to block booking times after rental agreement has been signed will be considered on a case-by-case basis. Amendments may not leave large gaps in the rental schedule, or the renter may lose their recurring time.

4.2 Cancellations

After a rental agreement is signed, any cancellations requested fourteen (14) or more days prior to the booking date are subject to a 10% cancellation fee.

Any portion of an agreement that is cancelled less than fourteen (14) days before the booking date is subject to a 50% cancellation fee.

Any cancellation requests received less than 72 hours before the event will be subject to full payment of the agreement amount.

Continued cancellation of recurring block times may result in loss of block time to another rental group.

Any cancellations made by the CGC due to weather will be rescheduled as early as possible, however, cannot conflict with any of the stated guidelines in this policy.

4.3 Cancellations/Amendments by CGC

The CGC reserves the right to amend or cancel rental times in extreme cases. The Centre will give the rental group a minimum of 15 business days' notice to allow groups to make alternate arrangements if possible.

The CGC reserves the right to cancel any regular bookings for larger bookings and will give rental groups as much notice as possible.

In the event of a cancellation of a rental due to emergency (power outage, flood, etc) the CGC will make every effort to find a suitable replacement time for the rental group. No charges will be incurred for times cancelled by the CGC.

5. **PAYMENT**

Any PSO or PSO Member Organization will be invoiced at the end of each month for their use. Invoices will be sent on the last of each month, and will be due within 30 calendar days. If any group continues to have outstanding balances and misses two (2) payments, bulk times will be cancelled and forfeited to other groups.

Any occasional groups will be billed in advance for all times. Due to the high volume of requests we receive, rentals of this nature are not confirmed or guaranteed until rental agreement is signed and payment is received.