



# Corporate Policy

## Parks & Recreation

### 10.6 Ice Rental Policy

Approved by:	Council	on	March 25, 2019
Report No.:	P&R-03-19	Effective:	June 3, 2019
Reviewed:	N/A	Amended:	N/A
Next Review:	N/A	Note(s):	N/A

#### Purpose

To outline procedures for the Township of Warwick in the allocation of facility rental time at the Watford Arena.

#### Statement

The policy will establish procedures and standards that will help allocate minimum requirements of ice rental time, at the Watford Arena, to all qualified user groups and individuals in the municipality as well as maximize the potential of all recreation facilities.

#### Definitions

Term	Definition
Municipal Programs	Programs offered by the Township of Warwick to provide an opportunity for community residents (open to the general public) to utilize our facilities through public skating, parents and tots skating, etc.
Special Events and Tournaments	Those which bring recognitions to, or increase the public profile of, the Township of Warwick.  International, National, Provincial, and Regional multi-sport/recreation events or events which are sanctioned by the appropriate governing body, and which bring recognition to, or increase the public profile of, the Township of Warwick.
Affiliated Youth Organizations	Having the majority of the registered players being residents of the Township of Warwick and the primary purpose of the

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	organization being to offer and involve individuals in recreation, athletic cultural, or social activities.
Affiliated Adult Organizations	Having the majority of the registered players being residents of the Township of Warwick and the primary purpose of the organization being to offer and involve individuals in recreation, athletic, cultural, or social activities.
Local Elementary and Secondary Schools	A publicly funded school, or a “not-for-profit school” recognized by the Province of Ontario as an education institution, located in the Township of Warwick.
Non-affiliated Groups	Any use by an organization or individual where the organization, group or individual does not reside or operate within the Township of Warwick.
Commercial Operations	A private sector group of individuals whose primary purpose in booking the facility is to make a profit.

## **Principles:**

### **Ice Facility Operations**

The Township of Warwick Parks and Recreation Manager will be responsible for calculating each regular user groups' facility allocation. This will be done annually. The Parks & Recreation department is responsible for the implementation of the policy as outlined. The day-to-day operations of the Watford Arena will be the responsibility of the Parks and Recreation staff.

### **Scheduling Priorities**

Ice will be allocated utilizing the following order of priority:

1. Municipal Programs;
2. Special Events and Tournaments;
3. Affiliated Youth Organizations;
4. Affiliated Adult Organizations;
5. Local Elementary and Secondary Schools;
6. Non-Affiliated Groups;
7. Commercial Operations;

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**Ice time will distributed based on priority and will be divided up appropriately between each priority level. Historical ice times will be used to determine the ice schedule.**

After the affiliated organizations have their ice times, the rest of the ice will be open to the public on a first come first serve basis and can be revoked at any time, if the ice is needed for a higher priority.

The Parks and Recreation Manager will make the final determination on all decisions and expectations.

## **Conflict Resolution**

Ice time conflicts that arise will be handled by the Parks and Recreation Manager. The Parks and Recreation Manager will attempt to resolve the conflict in a manner consistent with this policy.

## **Cancellations**

Cancellations are allowed if they are given with 48 hours' notice, in writing, to Parks and Recreation Manager at [watfordarena@warwicktownship.ca](mailto:watfordarena@warwicktownship.ca). If the cancellation is given with less than 48 hours' notice the customer will be still billed for the ice. Exceptions will be made if cancellation is due to weather conflicts or emergency. If a customer repeatedly cancels or repeatedly does not show up for scheduled ice times, they may lose their ice time the following year.

## **Contract Cancellations by the Township of Warwick**

The Township of Warwick reserves the right to reasonably postpone, reschedule, or cancel any contract due to various circumstances. The Township reserves the right to cancel a contract or portion of a contract, without notice or refund, should there be a breach of conditions or regulations.

## **Ice Flood Schedules and Dressing Rooms**

All ice booked consists of a 50-minute or 80-minute ice time, with the final 10 minutes for resurfacing.

The Township of Warwick requires that all ice users supply ice use schedules and flood requirements to the Parks and Recreation Manager at the start of the season and update information if it changes.

The Township reserves the right to accept or modify ice flood requests to ensure operational efficiencies.

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The Parks and Recreation staff reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility.

## **Curfew Ice**

The Township of Warwick reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider cancellation of any or all contracts if the user does not cooperate with implementation of this ice rental policy.

If a customer goes over their scheduled ice time, they will be charged for the additional ice time used.

Users are responsible to advise the Parks and Recreation Manager of any special requirements regarding curfews, at the time the schedules are submitted.

## **Financial Obligations**

The Township of Warwick will issue invoices on a monthly basis.

Ice user groups understand that invoices are due when rendered. A late payment fee at a rate of 1.25% per month on any outstanding balance, shall be applied to the account until it is paid in full.

Ice user groups are responsible for paying off any final balances by May at month-end. Failure to do so will forfeit any ice requests made for the next ice season. Once full payment is received, the user group may select from the remaining available ice.

Full payment of the rental fee is due two weeks prior to the booking. Local service groups can pay fees based on a monthly invoice. A late payment fee, at a rate of 1.25% per month on any outstanding balance, shall be applied to the account until it is paid in full. No future rentals will be approved until the balance is fully paid.

Non-sufficient funds (N.S.F.) cheques may result in automatic cancellation of ice times booked. The current Township fee for N.S.F. cheques will apply at the discretion of the Township. No further ice times will be allowed until all outstanding accounts are paid to the Township of Warwick.

## **Insurance Obligation**

As per the annual agreement, user groups will maintain liability insurance coverage in the amount of \$2 million, naming the Township of Warwick as an additional insured through out the duration of the agreed time period. The user group will

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provide such proof of coverage prior to the start of the season if it is before this date. Failure to do so will forfeit any facility requests for the season. Once proof has been received, the user group may select from the remaining available time slots.

## **Terms and Conditions**

The following will apply to all Arena user groups:

- Please leave Arena and dressing room areas clean and tidy (refuse collectors are located in all facilities);
- The Township of Warwick is not responsible for any damages;
- No one and nothing may be touching the ice while the Olympia is resurfacing. Parks and Recreation staff reserves the right to refuse resurfacing if this regulation is not followed;
- The use of any type of recording device is prohibited in all dressing rooms; and
- No alcohol is permitted on the premises without providing a Special Occasion Permit (if a special occasion permit has been obtained, a copy must be provided to the Township of Warwick).

## **Policy Review**

This policy will be reviewed annually by the Parks and Recreation Manager and the Administrator/Clerk.

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**Roles:**

**Accountable:**

Parks and Recreation Manager

**Responsible:**

Parks and Recreation staff and staff involved in ice rentals.