



Arena & Athletic Field Use and Allocation Policy

POLICY NUMBER: 151-RC-13

Approval Date: August 27, 2013

Revise Date:

Motion Number: CM20130827.1007

Repeal Date:

Supersedes: 087-RC-05 and 088-RC-05

Review Date: November 14, 2022

1.0 Policy Intent

The intent of the City of Cold Lake Arena & Athletic Field Use and Allocation Policy is to:

- 1.1 Operate Arenas and Athletic Fields in an equitable, cost-effective and fiscally sustainable manner.
- 1.2 Balance local services and needs with those of the City as a whole.
- 1.3 Provide Users the opportunity to influence policy implementation.
- 1.4 Meet current and future demands for both organized and casual participation.

2.0 Purpose

The following principles serve as the framework for the purpose of the Arena & Athletic Field Use and Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

- 2.1 Access and Equity: Promote fair and equitable access to Arenas & Athletic Fields in terms of allocation.
- 2.2 Efficient Use: Promote efficient use of Arenas & Athletic Fields by maximizing usage and creating efficient booking procedures.
- 2.3 Diversity: Promote a wide range of program opportunities.
- 2.4 Youth Sport Development: Promote the role that Arenas & Athletic Fields play in the development of minor sports.

- 2.5 Partnership: Promote the importance of partnerships in the delivery of activities (minor sport and community associations).
- 2.6 Ease of Use: The policy should be easy for User Groups to understand, and for the City to implement.

3.0 Policy Statement

The City of Cold Lake will provide high quality and well maintained facilities and athletic fields for use by community organizations and the public. In doing so, City staff will, based on the directions in this policy, program and schedule the facilities for the best interest of the community.

4.0 Definitions

- 4.1 “Adult Sport Organizations” means a sporting organization that is setup as a society, whose membership is with individuals eighteen (18) years of age and older.
- 4.2 “Additional Municipal Services” shall refer to all facility services provided by the City of Cold Lake, which are beyond those that would normally be provided to ensure the health and safety of the Public using the facility.
- 4.3 “Athletic Field” means any sports field owned and operated by the City of Cold Lake and any sports field that is used through a rental agreement with the City of Cold Lake.
- 4.4 “Casual User” means a User with a total duration of less than three (3) rentals in a one month period.
- 4.5 “City Programs, Co-Sponsored Programs and Special Events” means any program or special event operated, co-sponsored or sanctioned by Community Services (i.e. Skate with Santa, Learn to Skate Programs).
- 4.6 “City” means the City of Cold Lake, and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this policy.
- 4.7 “Contact Person or Alternate” means an individual identified by a User as the primary contact with the City.
- 4.8 “Damage Deposit” means a refundable fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User or in conjunction with an ice/athletic field allocation or event hosted by the User.
- 4.9 “Facility Attendant/Facility Staff” means the City personnel on duty who is most senior within the facility.

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- 4.10 “Local User” means a User who resides within the City of Cold Lake or the M.D. of Bonnyville.
- 4.11 “Junior Hockey” means locally organized hockey teams with membership in a Junior “B” or “A” hockey league.
- 4.12 “Midget AAA Panthers & Bantam AAA Teams” are those youth teams designated by Minor Hockey to have second priority in the policy.
- 4.13 “Non-ice Use” means the Indoor Arena playing surface during the off season of May 1st – August 15th of each year.
- 4.14 “Non-Local User” means a User who resides outside of the City of Cold Lake and the M.D. of Bonnyville.
- 4.15 “Non-prime Time” means the period of operation open to the general public at a leisure facility which is judged by the City to be the lowest demand for use or least desirable period of regular use.
- 4.16 “Prime Time” means the period of operation for a given facility or program which is judged by the City to be the highest demand and/or most desirable period of use.
- 4.17 “Public Skating and Programs” means programs managed by the City and that are open to the public or targeted group.
- 4.18 “Regular Season Schedule” means the period of peak demand for Arenas and Athletic Fields each year.
- 4.19 “Regular User” means a user that requests three (3) or more bookings per month.
- 4.20 “School Use” means the bookings by schools within the City of Cold Lake boundaries.
- 4.21 “Special Event” means a public or private event that is not directly associated with regular season schedules and bookings (i.e. Charity Hockey Game).
- 4.22 “Summer Ice” means ice available to rent outside of regular season.
- 4.23 “Youth Sport Organizations” means a sporting organization that is setup as a society, which includes minor sport activities and school programs organized primarily for youth residing in the City of Cold Lake. User groups must have 80% of membership composed of individuals younger than eighteen (18) years of age to qualify as a youth group.

- 4.24 “Use Agreement” means a document that clearly outlines the contractual agreements between the City and the User.

5.0 Managerial Guidelines

- 5.1 Council mandates the responsibility of administering and operating the Arenas and Athletic Fields in a cost effective and efficient manner, developing appropriate rules and regulations, and implementing the Arena & Athletic Field Use and Allocation Policy to the Chief Administrative Officer (CAO).
- 5.2 Allocation
- 5.2.1 All Users
- 5.2.1.1 The general Arena Operational Schedules are outlined in Appendix 1.
- 5.2.1.2 The general Athletic Field Operational Schedules are outlined in Appendix 2.
- 5.2.1.3 Arena & Athletic Field allocation is based on the total number of requests received, facility availability, priority ranking and cost efficiency.
- 5.2.1.4 To confirm Arena & Athletic Field allocations, users must provide information required in Section 7. Bookings are not considered confirmed, and Users will not be allowed to access their recreational facility allocation until the City has received all relevant documentation.
- 5.2.1.5 Allocated rental time cannot be subleased, or sold to other groups.
- 5.2.1.6 All correspondence, bookings, and invoicing will be conducted between the City via the Recreation Programmer and the contact person provided by the User. Decisions and actions of the contact person are considered decisions and actions of the User. The contact person is responsible for sharing information with their respective User Group.
- 5.2.1.7 The City reserves the right to provide alternative facility allocations to users to change, cancel, or add ice allocation as it deems necessary.

5.2.1.8 A damage deposit ~~must~~ may be provided twenty-four (24) hours from the time of booking. The City will return the Damage Deposit so long as no outstanding fees are owed to the City. The Damage Deposit will be returned:

- Within thirty (30) days of the end of the season for Regular Users.
- Within thirty (30) days of the allocation for Casual Users.

5.3 Priority Ranking

5.3.1 The priority ranking will be utilized to determine the Regular Season Schedule. Priority ranking for each facility is attached and labeled “Schedule A”

5.4 Regular Users

5.4.1 The City shall inform all Regular Users who had rental time the previous year that the regular season Arena & Athletic Field rental requests are being accepted, and shall provide them with deadlines and procedures for booking these facilities.

5.4.2 Regular User requests received after the specified deadlines will be considered on a ‘first come, first served’ basis, and only after the requests of Users that met the deadline have been considered.

5.4.3 The development of the Regular Season Arena & Athletic Field allocation schedule will take into account historical allocations.

5.4.4 Any User requiring more than eight (8) hours of rental time per week may be required to schedule five (5) percent of their annual request during non-prime time hours.

5.4.5 Where there is a conflict in the development of the Regular Season Schedule the User with the higher ranking will be provided the rental time.

5.4.6 Where booking conflicts arise between Users of the same ranking, the User with the greatest membership, defined as number of registered participants, will receive the booking.

5.5 Casual Users

5.5.1 Requests from Casual Users will be considered after the Regular Season Calendar has been set, and will be considered on a ‘first come, first served’ basis.

5.6 Tournaments/Carnivals/Special Events

- 5.6.1 Tournaments, Carnivals, and Special Events requests must be submitted to the City in writing prior to the pre-season Arena or Athletic Field allocation meeting.
- 5.6.2 Any tournament dates that are submitted following this meeting will be considered on a first come, first served basis.
- 5.6.3 Tournaments, Carnivals, and Special Events provided to the City prior to the pre-season Arena or Athletic Field meeting will be approved based on the priority ranking and procedures defined herein.
- 5.6.4 Casual users requesting Tournaments, Carnivals, and Special Events can do so on a first come, first served basis following the seasonal allocation for regular users.

5.7 Play Off Games

- 5.7.1 To reduce the occasions when ice is reserved for playoff games, and then returned to the City when teams do not continue in the playoffs, the following procedures will be in effect:
 - 5.7.1.1 User groups shall not pre-book anticipated playoff games that result in the cancellation of regular ice allocations of other user groups or reserve ice that would otherwise be made available to the community.
 - 5.7.1.2 Upon notification, the City will book the ice time required to host the playoff game. Should that time slot be already allocated to another group or individual, the City will contact that group to re-schedule or cancel that booking. Playoff games shall take precedence over all other bookings, except special events.

5.8 Outstanding Accounts

- 5.8.1 Users with outstanding accounts may have their user privileges removed at the discretion of the City.

5.9 Cancellations and Refunds

- 5.9.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact

person has received confirmation that the City has received the request.

5.9.2 All user groups must provide the City written notice of cancellations 30 days prior to the cancellation. Cancellations made within 30 days will be charged regular rental rates.

5.9.3 The City will cancel a contract or booking should there be a breach of this Policy, its conditions, rules or regulations, or the City be of the opinion that the facilities are not being used for the purposes requested.

5.9.4 The City reserves the right to cancel programs of User Groups for special City wide events and/or maintenance. In such instances the City will refund any fees paid for the cancelled facility allocation.

5.9.5 In the event of a City initiated cancellation the contact person will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.

5.9.6 The City assumes no liability for cancelled allocations.

5.10 User Documentation Requirements

5.10.1 All Users require the following documentation in order for their Arena or Athletic Field allocation to be confirmed:

5.10.1.1 Proof of Insurance in the amount of two (\$2,000,000) million dollars with the City of Cold Lake identified as an additional named insured. Users should consult the City if they have any questions or concerns.

5.10.1.2 Signed waivers of participants, legal guardians, and coaches indemnifying the City of Cold Lake for liability with regards to the use of Arenas and Athletic Fields.

5.10.1.3 Information regarding the organizations contact person and alternate.

5.10.1.4 List of the organization's Board of Directors.

5.10.1.5 Damage Deposit in the amount of two hundred and fifty (\$250.00) dollars. The Damage Deposit will be returned as outlined in the Managerial Guidelines.

5.10.1.6 Signed rental contract.

5.11 Dressing Rooms Usage

5.11.1 Some of the facilities are equipped with dressing rooms. Dressing rooms are available to all users at these recreation facilities at no additional cost.

5.11.2 Dressing room use is at the risk of the user. The City of Cold Lake is not responsible for any lost or stolen items from the dressing rooms.

5.11.3 Items left in the dressing rooms and found by City Staff will be placed in the facilities lost and found basket located near the administration office.

5.11.4 Users looking to use a facility dressing room will go through the following procedure to do so:

5.11.4.1 Users ~~may sign out will have~~ the dressing room key ~~from the facility located in their dressing room.~~

5.11.4.2 Users must return the key, in the same condition as it was received, to the ~~facility staff dressing room~~ upon completion of use.

5.11.4.3 Facility Staff can request to walk through ~~of~~ the dressing room with the user prior to the user vacating the room. Any damage or excessive refuse over and above what would be reasonably expected through normal activities will be the responsibility of the user.

5.11.5 Dressing rooms will be made available for half an hour prior to the booking and half an hour following the booking to the users. Failure to comply may result in additional charges levied against the offending organization or user group.

5.11.6 In the event that a dressing room key is lost or stolen while in the care and custody of the individuals or organization using the facility, a charge of \$50 will be applied to their rental.

5.11.7 Facility staff reserves the right to refuse access to dressing rooms at any time and have the authority to ask users to vacate a dressing room at any time for failure to comply with facility rules.

5.12 Facility Rules and Regulations

- 5.12.1 The Following rules and regulations apply to all individuals and groups using the Arena at all times:
- 5.12.1.1 Respect City Personnel,
 - 5.12.1.2 Smoking and the Use of alcoholic beverages are not permitted in the recreational facilities. Failure to comply can result in contract suspension and/ or cancellation. Individuals caught smoking or found in the possession of or caught consuming alcohol will be reported to the local law enforcement authorities and may have future facility privileges revoked.
 - 5.12.1.3 Rowdiness and loitering is not permitted in recreational facilities
 - 5.12.1.4 Maliciousness and deliberate damage to the facility and/or equipment will not be tolerated. Offenders will be reported to the proper authorities, required to pay for repairs and will be suspended from future entrance and use of the facility until determined by management.
 - 5.12.1.5 The City is not responsible for lost, damaged, or stolen property belonging to users or public.
 - 5.12.1.6 Abusive, derogatory, or obscene language will not be tolerated.
 - 5.12.1.7 The City will not be responsible for personal injury caused by the negligence of users, or the public.
 - 5.12.1.8 Facility Staff have the authority to remove any one not abiding by the rules.

6.0 Persons Affected

- All Users

7.0 Revision/ Review History

Date

Chief Administrative Officer

Date

Mayor

Appendix 1 Arena Operating Schedule

1. Arena Ice Opening

- 1.1. The City of Cold Lake will open arenas at the following times:
 - Imperial Oil Place: Opens the ~~first Saturday in September~~ Monday of the September long weekend.
 - Arena 2: Ice is year-round based on demand
 - North Arena: Opens for the ~~first Saturday in September~~ October 1
 - Nelson Heights Outdoor Rink: Opens when weather is suitable
 - Holy Cross Outdoor Rink: Opens when weather is suitable
- 1.2. Earlier openings will be allowed at the discretion of the CAO. Fee for early opening will be billed at the full price plus ten (10) percent for a minimum of eight (8) hours per day for every day that the arena is opened early.

2. Arena Ice Closing

- 2.1. The City of Cold Lake will close both Imperial Oil Place and the North arenas on the last Friday in March unless it is required for:
 - The completion of scheduled league and/or provincial finals
 - Hosting of local, provincial, or national tournaments
- 2.2. Late closing will be allowed at the discretion of the CAO, for purposes other than those listed in Section 2.1. Fee for late closing will be billed at the full price plus ten (10) percent for a minimum of eight (8) hours per day for each additional day that closing is delayed.
- 2.3. Either or both arenas may be closed earlier than the specified date if low bookings do not require that it be open.

3. Operating Hours

- 3.1. Operating hours are as follows:
 - Imperial Oil Place & ~~North Arena~~ Arena 2: 6:00 AM – 12:00 midnight daily
 - North Arena: 4:00 P.M. – 12:00 A.M. weekday & 6:00 A.M. – 12:00 A.M. weekends
- 3.2. Late Night bookings after midnight may be scheduled at 150 percent of regular rates.

4. Public Skating

- 4.1. The City will provide 2 – 1 ½ ice times each week for public skating at no charge. Ice times for public skating ~~will include:~~ are scheduled around that week's bookings.
- ~~Imperial Oil Place – Sunday 2:00pm – 3:30pm~~
 - ~~North Arena – Saturday 1:00pm – 2:30pm~~
- 4.2. Public Skating will be supervised by staff with the authority to remove patrons not abiding by facility rules and regulations.
- 4.3. Public Skating may, if required, be cancelled periodically if there are special events, playoffs, tournaments, or carnivals which require the ice times.

5. Ice Maintenance

- 5.1. As part of all bookings, there will be a minimum of one flood at the end of the booking. A minimum charge for one flood per booking will be charged. Bookings longer than one ~~house~~ hour may require additional flood. Floods require 15 minutes.
- 5.2. City staff are the only individuals permitted to be on the ice during floods.
- 5.3. Additional floods at any time may be necessary and are at the discretions of the arena operator.

6. Statutory Holiday Bookings

- 6.1. Cold Lake Arenas will be closed on the following days:
- 1st Friday of December at 4 p.m. ~~Christmas Staff Party~~
Season Event
 - December 25 Christmas Day
 - December 26 Boxing Day
 - December 31 at 5 p.m. New Year's Eve
 - January 1 New Year's Day
- 6.2. The Arenas may be open for daytime or other special bookings on other Statutory Holidays, with one month's notice, to facilitate staff scheduling and with the approval of the City. Evening bookings for Regular Users will be maintained at the User's request on Statutory Holidays other than those listed above.

7. Summer Use

- 7.1. Once the ice has been removed from the arenas, the facility and its grounds are available for rental. Any group booking the arena must sign a City of Cold Lake Rental Contract and pay the fee according to the options stated within the contract. Priority listing on summer bookings remain the same as those for the regular season.
- 7.2. Summer Ice will be available in Arena 2 from June 1 – August 31 each year. Summer Ice is offered at a single rate for all users and time of day.

8. Prime and Non-Prime Allocation

Prime Time	Monday – Friday	4:00 PM – 12:00 AM
	Saturday & Sunday	8:00 AM – 12:00 AM
Non-Prime Time	Monday – Friday	6:00 AM – 4:00 PM
	Saturday & Sunday	6:00 AM – 8:00 AM
Summer Ice	June 1 – August 31	6:00 AM – 12:00 AM

Appendix 2

Athletic Field Operating Schedule

1. Athletic Field Opening

- 1.1. The City of Cold Lake will operate athletic fields beginning mid-April, weather permitting.

2. Athletic Field Closing

- 2.1. The City of Cold Lake will operate athletic fields until the end of August, weather permitting
- 2.2. Late closing will be allowed at the discretion of the CAO.

3. Operating Hours

- 3.1. Hours of use for all fields unless otherwise specified, are as follows:

- | | |
|----------------------------|-------------|
| 1.2.1. Monday to Friday | 4:00pm-Dusk |
| 1.2.2. Saturday and Sunday | 8:00am-Dusk |

2. Athletic Field Maintenance

- 4.1. The City reserves the right to close athletic fields at its discretion if requiring additional maintenance or if weather has impacted the safety of field use.
- 4.2. Athletic field statuses can be found on the City website- www.coldlake.com. Field closures will be posted on this website as they occur and user groups with be notified electronically.
- 4.3. Users who disregard athletic field closures due to maintenance or weather may have access to facility use suspended or removed.

Schedule “A” – Facility Priority Rankings

Event Centre & North Arena

First Priority:	City of Cold Lake Programs
Second Priority:	Special Events
Third Priority:	Midget AAA Panthers & Bantam AAA Teams
Fourth Priority:	Junior B Teams Games
Fifth Priority:	Local Minor Sport Organizations
Sixth Priority:	Junior B Teams Practice
Seventh Priority:	Local Adult Sport Organizations
Eighth Priority:	Local Other
Ninth Priority:	Non-Local Minor Sport Organizations
Tenth Priority:	Non-Local Adult Sport Organizations
Eleventh Priority:	Non-Local Other

Athletic Fields

First Priority:	City of Cold Lake Programs
Second Priority:	School Users
Third Priority:	Local Minor Sport Organizations
Fourth Priority:	Local Adult Sport Organizations
Fifth Priority:	Local Other
Sixth Priority:	Non-Local Minor Sports Organizations
Seventh Priority:	Non-Local Non Profit Organizations
Eighth Priority:	Non-Local Other