

**FACILITY RENTAL AGREEMENT MADE
THIS _____ DAY OF _____ 200_, BETWEEN
THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU**

-AND-

1. TERM

To enter into agreement for the rental of _____ between the _____th day of _____ 200_ and the _____th day of _____ 200_. The above named organization shall be permitted the privilege of use of the Chapleau Recreation Centre to provide recognized community sport.

2. RENTOR INFORMATION

Name of Organization: _____
 Co-ordinator: _____
 Billing address: _____
 Phone Number: _____ Fax Number: _____
 Facility requested: _____
 Applicable Hourly Rate: _____ Hours Used per week: _____

Calender of Rental Hours

					Total
January	_____	_____	_____	_____	_____
February	_____	_____	_____	_____	_____
March	_____	_____	_____	_____	_____
April	_____	_____	_____	_____	_____
May	_____	_____	_____	_____	_____
June	_____	_____	_____	_____	_____
July	_____	_____	_____	_____	_____
August	_____	_____	_____	_____	_____
September	_____	_____	_____	_____	_____
October	_____	_____	_____	_____	_____
November	_____	_____	_____	_____	_____
December	_____	_____	_____	_____	_____

Total Hours _____ x rate _____ x .07 GST = _____
 Total Balance: _____

All unforeseen cancellation shall be credited to your club at year end.

3. RULES FOR LEASING THE CHAPLEAU RECREATION CENTRE

1-0-0 WINTER ICE RENTALS

1-0-1 Winter ice will not commence earlier than the second Friday of each September with the last rental being no later the March 31 of each year.

1-0-2 Any group wishing the ice to be resurfaced will be granted a 50 minute hour to compensate for the flood time. The Recreation staff reserves the right to flood each hour to maintain ice conditions at as safe level.

1-0-3 The maintenance person on shift shall have the absolute authority to cancel all ice activities if deemed the ice condition to be unsafe for use. Upon this cancellation notification to the Leisure & Culture Services Director and/or Chief Administrative Officer of the decision shall be made.

1-0-4 All users will be granted the privilege of using a dressing room 45 prior to a rental

and 45 upon conclusion of a rental. A rental fee equivalent to the hourly adult Hall Rental shall be charged beyond these periods.

1-1-0 **ADULT LEAGUES/ EXHIBITION GAMES**

- 1-1-1 All adult ice exhibition games/ practices will be granted the set user fee.
- 1-1-2 Organized leagues with a minimum of 4 teams will receive priority ice rental privileges.

1-2-0 **YOUTH GROUPS**

- 1-2-1 A minor Sport Group shall be identified as any organization which has an active executive consisting of a President, Secretary and Board Members, which strive to provide organized recreation for youth. Those groups meeting this criteria shall be granted Youth Rentals Rates as applicable.
- 1-2-2 Any damage occurring during Youth Group Rentals/ Exhibition Games or Regular Practice time must be reported to the tournament /exhibition Chairperson or Executive within 24 hours.
- 1-2-3 The Chapleau Minor Hockey Association and the Chapleau Figure Skating Club will submit in writing each year no later than September 1st , ice time requirements. A recommendation by the Leisure & Culture Services Director by September 7 of each year will be announced in regards to scheduling.
- 1-2-4 Organized Minor Sports Groups shall notify the Leisure and Culture Services Department of any ice requirements beyond their seasonal schedule at the beginning of each year. A minimum of 90 days notice by a Minor Sport Group for ice requirements must be given to cancel other contracted ice rental time slots. Any ice requirements less than 90 days notice shall be negotiated with the applicable User Groups by the Minor Sport Group.

1-5-0 **OTHER RENTALS**

- 1-5-1 Adults shall pay the set user fee for all rentals.
- 1-5-2 Youth shall pay the set user fee for all rentals.
- 1-5-3 The Chapleau Leisure & Culture Services Department recommends the use of CSA approved head gear for all sports activity.
- 1-5-4 All rates shall have goods and service tax (GST) added where applicable.

1-6-0 **PUBLIC SKATING**

- 1-6-1 Rates to reviewed yearly.
- 1-6-2 The Leisure & Culture Services Director may apply promotional rates during Professional Development Days, Christmas Break and March Break.
- 1-6-3 A maximum of 430 people may participate in public skating at one time.
- 1-6-4 Public Skating for the general public shall be Mondays from 10am-12pm, Tuesdays from 7-8pm, and Fridays from 7-9pm.
- 1-6-5 The skate patrol shall ensure that no eating, smoking, speed skating, backwards or general horse play occurs. All infractions shall be reported to staff where removal of the problem patron(s) may occur.
- 1-6-6 Any person causing a disturbance at public skating by not adhering to the rules of

the complex, not obeying staff or by jeopardizing the safety of others shall be on the first offense, warned of their behaviour and the consequences of any further infractions. On the second offense, a denial of public skating privileges for a one (1) week period will be imposed, the child=s parent or guardian must contact Recreation Office before re-admittance is allowed. If a third infraction of the rules takes place, a six month suspension of all use privileges of the complex will be imposed. A letter of cancellation of privileges shall be sent by registered mail.

1-7-0 **BOOKINGS**

- 1-7-1 Any group wishing to book 2 hours of continuous ice must have approval from the Leisure & Culture Services Director.
- 1-7-2 School boards will receive ice rental privileges at the applicable youth rate.
- 1-7-3 A weekly schedule of bookings will be kept and made available to the public upon request.
- 1-7-4 All regular renters must make a written application each year for use.
- 1-7-5 All groups will receive a copy of the ARules of Leasing the Chapleau Recreation Centre.≡
- 1-7-6 The Municipal Council shall be considered to be the soul arbitrator on conflicting bookings.
- 1-7-7 That to ensure the ice has reached a safe thickness at the beginning of each season and before use by the general public, the Leisure & Culture Services Director shall inspect the ice before any rentals begin.
- 1-7-8 No group shall expect their ice time to remain secure from year to year. The Corporation shall review ice requests each fall and award in accordance with the needs of the community.

1-8-0 **DRESSING ROOMS**

- 1-8-1 Dressing rooms will be kept locked during non-use periods.
- 1-8-2 An adult must accompany a minor group/ team during the use of a dressing room.
- 1-8-3 Dressing Rooms are smoke free. All users will be granted use of a dressing room 45 minutes prior to a rental and 45 minutes upon conclusion of a rental.

1-9-0 **MINOR OFFICIALS**

- 1-9-1 Minor officials are considered to be goal judges, penalty timekeepers, public address announcers, and referees.
- 1-9-2 Cost of Minor officials are the responsibility of the lessee.

1-10-0 **GENERAL**

- 1-10-1 Unauthorized persons are not allowed on the ice surface during re-surfacing.
- 1-10-2 Unauthorized persons are not allowed in machine rooms.
- 1-10-3 Goal nets are the responsibility of the Recreation Staff. Pegging (if required) of nets is the responsibility of the User Group.
- 1-10-4 All damages to the facilities will be the responsibility of the organization/group/league or individual renting at the time of the occurrence.

1-11-0 **SMOKING**

1-11-1 For a healthy community smoking is not permitted in the arena, lobby, dressing rooms or washrooms at any time.

1-12-0 **ALCOHOL**

1-12-1 The consumption of alcohol in any area not authorized under a special occasion permit is illegal.

1-12-2 Individuals and/or groups who fail to comply to the Municipal Alcohol Policy will be subjected to the following consequences:

- 1) Any infraction of the Chapleau Municipal Alcohol Policy shall be reviewed at a Leisure & Culture Services Committee meeting. The Committee may refuse future rental privileges to the sponsor.
- 2) Should a group be found to be consuming or suspected of consuming alcohol in an Arena Change Room, the authorities may be called and/or the following be imposed.

First Infraction: A registered letter of warning from the Leisure & Culture Services to lessee.

Second Infraction: Cancellation of rental privileges for next scheduled rental.

Third Infraction: 1) Cancellation of rental for next scheduled rental.
And

2) Review by the Leisure & Culture Services Committee.

Fourth Infraction: Cancellation of group/ team=s rental privileges for up to six (6) months.

2-0-0 **FOOD ON PREMISES OR GROUNDS**

2-0-1 The sale of food on the premises or grounds controlled by the municipality of Chapleau is prohibited unless written approval is obtained from the Leisure & Culture Services. Director.

3-0-0 **BILLING PROCEDURE**

3-0-1 A 1.25% interest charge per month will be charged on all overdue accounts.

3-0-2 A \$ 20.00 service charge will be applied to all N.S.F. cheques.

3-0-3 All users will be issued a consecutively numbered receipt

3-0-4 Any groups requesting the privilege of securing a regular block of ice will be required to comply with the following:

- 1) Sign Ice contract before usage begins.
- 2) Provide payment in the following manner:
 - a) Payment in full for the entire season.
 - b) Payment in full to December 31 with a post dated cheque for the balance on January 1st.
 - c) Payment in advance on the first of each month (no bills will be sent)

4-0-0 **ADMISSION**

4-0-1 Admission subject to compliance with the posted rules of conduct for the Township of Chapleau. Failure to comply may result in non-admission or rejection.

5-0-0 **PROBLEM PATRON POLICY**

5-0-1 YOUTH

5-0-2 First Offense: Parents shall be called to take youth home. If parent is not available, O.P.P. will be called. A three (3) month suspension will be imposed for total complex use ie: no entrance for any activity.

5-0-3 Second Offense: O.P.P. will be called, charges will be laid. A six (6) month suspension will be imposed for total complex use.

5-0-4 **ADULT POLICY**

5-0-5 Anyone causing a disturbance at a public gathering will be warned upon their first offense by registered mail.

5-0-6 On a second offense, the person will be suspended for a period of six (6) months from use of the facility.

5-0-7 On the third offense, attendance at a Leisure & Culture Services Committee meeting will be mandatory before privileges are reinstated.

6-0-0 **ICE UP-KEEP PROCEDURES**

6-0-1 The mandatory use by all staff of Chapter 8 of the O.R.F.A. refrigeration and ice making manual, second edition as a reference for installation and up-keep of the municipal ice pad.

6-0-2 Staff shall make two (2) reports on the condition of the ice pad on their daily maintenance reports. One report on day shift and the other on night shift.

7-0-0 **CANCELLATIONS/ STATUTORY HOLIDAYS**

7-0-1 The Leisure & Culture Services Director has the authority to schedule the use of the Recreation Centre to ensure the best financial interests are being considered while encouraging special events to take place. Upon Council=s direction, a minimum notice of forty eight (48) hours by the Leisure & Culture Services Department will be given to regular ice users for cancellations. Council maintains authority to cancel at any time without notice.

7-0-2 The Chapleau Recreation Centre will be closed on the following recognized Statutory Holidays which include January 1st & 2nd, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

Signed and sealed this ____ day of _____ 200__.

L.C.S.D.

ORGANIZER

Signing Authorized under
Res# 24-400

