



**Corporation of the Town of
Hawkesbury**

Policy N°: SL-P-2019-01
Subject: Recreational Facilities Policy
Department: Recreation and Tourism Department

POLICY STATEMENT

The intent of this policy is to outline guidelines for any users of municipal facilities and to set consistent, equitable and objective procedures to administer the use of Municipal facilities.

POLICY PURPOSE AND SCOPE

The purpose of the Recreational Facilities Policy is to operate the Town of Hawkesbury's recreational facilities in an equitable, cost effective manner, balance local services and needs and meet current and future demands for both organized and casual participation.

This Policy applies to all external requests for the use of Municipal facilities owned by or under the custody and control of the Town of Hawkesbury. The Municipality has priority use of its facilities for programs, special events and meetings and reserves the right to cancel or postpone an external event should the facility be required for a municipal event.

DEFINITION

Alcohol and Gaming Commission of Ontario (AGCO)

The Alcohol and Gaming Commission of Ontario (AGCO) is a Provincial agency, under the Alcohol and Gaming Regulation and Public Protection Act, 1996. For more information go to www.agco.on.ca/en/about/index.aspx.

Casual Users

A user that requests less than three (3) reservations per month.

Contact Person

An individual identified by a user in its Facilities agreement to be the primary contact person between the user and the Town.

Prepared by: Recreation and Culture Department	By-Law/Resolution N° R-11-19
Responsible: Recreation and Culture Manager	
Effective Date: January 21, 2019	



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Facility Staff

Town personnel on duty within the facility.

Recreational Facility

Any sports or recreational facility owned and operated by the Town and are open to the public or a targeted group.

Regular User

A user that requests three (3) or more reservations per month.

Special Event

A public or a private event that is not directly associated with regular season schedules and reservations (i.e.: charity hockey games).

ALLOCATION

- Recreational facilities allocation is based on the total number of requests received, facility availability, cost efficiency and date of request.
- Users must provide information as required in the facilities rental agreement. Reservations are not considered confirmed and users will not be authorized to access their recreational facility allocation until the Town has received all relevant documentation.
- Once a user obtains allocated rental time of a facility, this time cannot be subleased or sold to other groups.
- All correspondence, reservations and invoicing will be conducted between the Town 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.
- The Town reserves the right to provide alternative facility allocations to users, to change, cancel or modify facility allocation, as it deems necessary.

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TYPES OF USERS AND EVENTS

Regular Users

- The Town shall inform all regular users who had rental time in the previous year that regular season arena, pool and recreational facility rentals are being accepted, and shall provide them with deadlines and procedures for reservation these facilities.
- Regular users 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.

Casual Users

- 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.

Tournaments, Carnivals and Special Events

- Tournaments must be submitted to the Town in writing before June 1 of each year.
- Carnivals and special events requests must be submitted to the Town in writing before June 1 of each year.
- Dates that are submitted following the respective deadlines will be considered on a “first come, first served” basis.
- Casual users requesting tournament, carnival and special events dates can do so following the seasonal allocation for regular users.

Non-Discrimination Clause

Municipal facilities and parks will not be made available to any individual or group that promotes views and/or ideas which are likely to promote discrimination against, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, sexual orientation disability, receipt of public assistance, literacy level or any other discriminatory acts.

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Exclusion Clause

Use of Municipal facilities and parks by any group or organization does not constitute an endorsement by the Town of Hawkesbury of the group’s policies or beliefs, nor the viewpoints expressed by the participants attending the event or activity. Users must abide by all of the Town of Hawkesbury’s By-laws, rules and regulations relating to occupancy and the use of the municipal facilities, as well as all applicable Provincial and Federal legislation, statues and regulations.

FACILITY RENTAL CONTRACTS

A rental deposit of 50% is due and payable at the time of booking to secure the rental or activity and the balance is due fifteen (15) days prior to first use of facility. For rentals equal to or less than \$100.00, the rental deposit is the full amount.

Regular users may make monthly payments on their rental contract. Groups who have been late for payments two (2) times will be issued a notice and receive a suspension of all future rental time until a review by the Department has been completed.

Rental Rates

Rental rates as per the current Administration Fees By-law (36-2007) will apply to all approved facility requests.

Additional fees for set-up and teardown work may apply. Volunteers may not take the place of facility staff in order to reduce fees or rates.

Cancellations and Refunds

- All facilities reservations cancellations must be provided in writing to the Town a minimum of forty-eight (48) hours prior to the scheduled reservation. A cancellation is not considered confirmed until the contact person has received an acknowledgement from the Town that it has received the request.
- A 20% administration fee will be applied to all confirmed cancellations.

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- No reservation refund will be given for cancellations made less than forty-eight (48) hours prior to the rental date. If the cancellation is due to inclement weather, the forty-eight hour stipulation may be waived and no penalty will be charged.
- Under exceptional circumstances, the Town reserves the right to cancel any user reservations. In such instances, the Town will refund 100% of the cancelled facility allocation.
- The Town is not liable for cancelled allocations.

Insurance Requirements

The user must maintain a Certificate of General Liability insurance, which includes participant on participant coverage in an amount of at least \$2 million. It may be requested that \$5 million General Liability insurance be purchased at the discretion of the Recreation and Tourism Department. Any insurance coverage provided by the user must name Town of Hawkesbury as additional insured on the insurance policy. The user must submit a copy of the General Liability insurance to the Recreation and Tourism Department prior to the start of the term.

FACILITIES RULES AND REGULATIONS

General

The following rules and regulations apply to all individuals and groups using the Town of Hawkesbury's facilities at all times:

- Possession and/or consumption of alcohol is strictly prohibited anywhere in the Robert Hartley Sports Complex, including dressing rooms. Alcohol is only permitted in the sports complex during Alcohol and Gaming Commission of Ontario sanctioned events.
- Smoking, vaping and chewing tobacco is strictly prohibited anywhere on the property of the Robert Hartley Sports Complex, including in the dressing rooms.
- Anyone under the influence of drugs or alcohol may be refused entry or removed from the premises.
- Disruptive behaviour, loitering, use of profanity, disrespectful or inappropriate language are not permitted in the Robert Hartley Sports Complex or on the grounds.

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- Sports equipment is only to be used in the facility specific to the sport. Shooting of pucks, balls or other objects, as well as riding skateboards, bikes, scooters or other vehicles in the lobby, bleachers, dressing rooms or hallways is prohibited.
- No one is allowed on the ice during ice resurfacing. All persons will remain off the ice until the resurfer has left the ice and the door is closed.
- The Town, including facility staff, reserves the right to ask any individual or group who does not adhere to the rules, to vacate the facility. A further ban from the facility may result pending review by the Town.
- The Town of Hawkesbury and employees are not responsible for lost, stolen or damaged articles in and on the facility properties.

Dressing Rooms

- Dressing room use is at the risk of the user.
- Any items left in the dressing rooms found by Facility staff shall be placed in the facilities lost and found container for a period of three (3) months. After which, the article(s) will be donated to goodwill.
- Users may obtain the dressing room key from the Information Desk staff upon arrival and must return the key after use.
- Dressing rooms will be made available one (1) hour prior to the user’s reservation time and must be cleared by the user within thirty (30) minutes following the end of the reservation. Failure to comply with these timelines may result in additional charges to the user.
- Facility staff reserves the right to refuse access to dressing rooms at any time and have the authority to ask users to vacate the dressing room at any time for failure to comply with the Facility rules and regulations.

Ice Time

All rentals and public hockey/skate times include 10 minutes for ice maintenance. If you book 60 minutes of ice time, you will have 50 minutes on the ice.

Pool Time

All rentals and public swims times include 5 minutes for activity set-up.

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Responsibility

The Town of Hawkesbury is not responsible for personal injury or damage, loss or theft of any articles belonging to the user or anyone in attendance at the facility during the term of the contract. The Town is not responsible for any equipment delivered to the rented facility by or for the user.

POLICY REVIEW

The Municipal Recreational Facilities shall undergo a regular review based on changes within the industry standards and shall be updated as required.

The Town of Hawkesbury reserves the right to make discretionary changes to this Municipal Recreational Facilities Policy at any time, and will advise the Event Organizer and/or designate of any such changes prior to the event or activity.

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Sports Activity Agreement

Team or Group Name: _____

Primary Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Is your group a non-profit or charitable organization? Yes No

Certification

I understand that if any member of the team or organization operating under my direction violates this policy or any other policy, regulation or law, that short term and longer-term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol on municipal premises.
- Loss of any future use or rental of any or all municipal premises.
- Individual ban or suspension of persons involved in the infractions from any or all municipal premises for any term.

Regardless of the reason for the cancellation or termination of the event, the Town will not be responsible for any compensation to the event organizer or affected persons of their resulting financial or other losses. The event organizer will be responsible for any costs not covered by insurance.

Signature: _____ Date: _____

Office Use

Received by: _____ Date: _____

Signature: _____

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