



Township of North Huron

Recreation Department

Rules & Regulations for Booking Ice

(1) Facility Contracts

- The issuing of a facility permit is entirely at the discretion of the *Township of North Huron Recreation Department* (further referred to as the 'Recreation Department').
- The Recreation Department reserves the right to cancel any contract temporarily or permanently.

(2) Purpose & Specifics of Contract

- The facilities mentioned on this contract are to be used only on the date(s) and time(s) specified, only for the purpose(s) named and the contract is not transferable.
- The contract is not valid unless signed by the designated Recreation Department staff

(3) Regulations & Policies of Use

- **Group and individuals agree to:**
 - Abide by all pertinent law, regulations and policies of use
 - Exercise conduct and good recreational practices complementary to other users and spectators

(4) Best Interests of the Township of North Huron

- The Director of Recreation has the freedom to act in the best interest of the Township of North Huron in cases where municipal policies, regulations and conditions are not mentioned.

(5) Insurance

- User groups providing a service to the public must provide the Recreation Department with a certificate which demonstrates a minimum of \$2 million liability insurance for their activities/events naming the "The Corporation of the Township of North Huron" as an additional insured.
- If the Township does not receive a copy of this certificate by the rental time stated on the contract, the user group will be unable to use the facility and all fees for the rental will be charged. Fees will continue to be charged until the certificate is received.

(6) Contractee Responsibilities

- To indemnify and save harmless the Township of North Huron, its employees, council members, official and officers from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to persons or property arising from the rental. Proof of liability coverage in the form and amount requested must be provided;
- To pay for any and all damages to the facilities and/or furnishings arising from the use of same as granted by the Recreation Department;
- To pay appropriate fees for staff assistance including maintenance, bartenders, etc.;
- To comply with all federal, provincial and municipal by-laws and resolutions, particularly those pertaining to games of chance, lotteries, gambling and alcoholic beverages;
- To ensure all persons admitted to the function being held have vacated the permitted facilities and all privately-owned property and personal effects have been removed by the time specified in the contract;
- To ensure no smoking is allowed anywhere in the facility;
- To ensure the proper conduct and supervision of all persons admitted to the facilities permitted and all regulations contained in this permit are strictly enforced.

(7) Signing Authorization

- No person under the age of 18 can rent spaces or be the signing authority
- The person signing the contract must be authorized by the organization to do so and, when requested, will produce for inspection the authorization in writing.

- The person signing the contract, when requested, will agree to personally guarantee of any rental fees due to the Recreation Department
- The contract signed is binding upon the renter, their respective heirs, successors and assigns.

(8) Event Attendance & Capacity

- Maximum attendance at any facility is governed by Fire Regulation or the Department of Health.
- All exits must be kept free from obstruction at all times.

(9) Security & Crowd Control

- Proper crowd control must be maintained by the renter when they are using the facility.
- Due to the nature of certain activities/events, the Recreation Department may require the renter provide adequate security protection in the form of police or an acceptable private security company.
- If, in the opinion of the Recreation Department, this is not being carried out, staff will be hired to police the event at the renter's expense.

(10) Timing of Invoices & Payments

- **Returning User Groups and Organizations**
 - These groups will be invoiced at the end of every month
- **One-off Bookings**
 - These bookings must be paid in full at time of booking

(11) Cancellation Policy

- **Blocked Ice Contract Users**
 - The *Blocked Ice Season* runs from the first week in October to the last day in February. Once the contract is signed, the *Blocked Ice Season* user groups cannot cancel any ice.
 - In the event of "play-off" games, ice booked for "*If Necessary Games*" can be cancelled with 24 hours' notice or more and no charges will be applied.
- **Non-Blocked Ice Users**
 - Ice cancelled with 15 days or more notice – no cancellation penalty.
 - Ice cancelled with 8-14 days' notice – charged 50% of booking.
 - Ice cancelled with 7 or fewer days' notice – charged full fee.
- **Weather Related Cancellations**
 - Both blocked and non-blocked ice rentals may be cancelled with no penalty if weather is severe enough. However, the renter must contact the Recreation Department prior to the booking time to cancel or the full charges will be applied.

(12) Personal Injury & Theft

- The Recreation Department will not be responsible for personal injury or for the loss/theft of clothing or equipment for any person(s) within the facility.

(13) Food

- Any renter wishing to sell food at their event must get approval in advance by the Recreation Director.

(14) Alcohol Use & Smoking

- The consumption of alcoholic beverage, smoking or the use of banned substances is strictly prohibited.
- Violators will be subject to loss of use and prosecution.
- Smoking is only permitted 9 metres or further from any entrance.

(15) Ice Rental Length

- One-hour of ice rental is equal to 50 minutes

(16) Ice Resurfacing

- Ice resurfacing is at the discretion of the arena operator on duty
- No persons are allowed on the ice surface during ice resurfacing (until the ice resurfacer gate has been closed). This includes participants, players, coaches, trainers and referees.

— **Policy Violation**

- First Warning – Verbal warning
- 2nd Warning – Written warning
- 3rd & Subsequent Warnings - \$100 fine
- Note: Adherence and fines are the responsibility of the contract holder and must be paid prior to the group using the ice in the future.

(17) Ice Quality

- If at any time the facility staff feels an unsafe ice condition may exist, a group may be asked to leave the ice surface until the ice surface is deemed safe.
- If this occurs, and the rental must be forfeited, a refund will be given.

(18) Rental Amenities

- Your ice rental includes one dressing room for practices and two rooms for scheduled games.
- If other arena amenities are required, please arrange with the Facility Manager in advance of your rental.

(19) Trading, Subletting or Changing Ice Time

- All changes pertaining to ice contracts are to be made with the Recreation Administration Office and the user group during office hours.
- Trading or subletting of ice time is allowed if you make these arrangements in advance with the Recreation Administration Office. The new renter will be invoiced only if the Recreation Department is notified in advance of the change, otherwise the original ice user will be invoiced for the ice.

(20) Supervision for Youth

- For organizations/groups providing service for minors (youth 19 years of age and under), youth will only be allowed onto the ice surface when directly supervised by an adult.
- Adequate supervision for activities involving youth 19 years of age and under must be on hand to manage the number of participants and spectators expected to the practice, game, tournament, program or event.
- A minimum of two adults will be required to supervise all aspects of the facility, including the dressing rooms being used.

(21) Dressing Room Use

- Groups are allowed a MAXIMUM OF 30 MINUTES before and after ice rental periods for use of dressing rooms; use of rooms beyond this allotted length of time may result in additional charges.
- Do not abuse the space; please use the garbage containers provided for your litter.
- Keys for dressing rooms are available for additional security.
- **Staff Entering Dressing Rooms**
 - By signing your contract with us, you give Township staff (or designate) permission to enter the dressing rooms.
 - Staff will enter if they believe any arena rules are not being followed in the dressing room, or vandalism has occurred or is occurring.

(22) Heaters in Stands

- The heaters in the stands will be turned on for games and special events only.
- The number turned on will be at the discretion of the Recreation Operator based on the number of spectators in the stands.
- The heaters will not be turned on if the quality of ice is compromised or the weather is warm enough outside that operating the heaters will put excessive stress on the arena cooling system.

(23) First Aid

- Renters providing service to the public must arrange for first aid services to be provided during their activities on-site.
- Coaches/person in charge should be trained in standard first aid and provide at minimum a standard first aid kit. First aid kits are in place at the facility and can be accessed via staff.

(24) Sportsmanship

- Those granted facility contracts are requested to cooperate in ensuring all activities are conducted in a sportsmanlike and orderly manner. Help in controlling the use of bad language and unseemly conduct will be appreciated.
- Facility staff is available to assist and ensure everyone receives fair treatment and acts under the authority of the Recreation Department; they should be given your support and cooperation.

(25) Special Events/Play-off Ice Adjustments

- Every effort will be made to accommodate the needs of users for events like hockey play-offs, figure skating carnival or test days, etc.
- To accommodate special events, users may be asked to cooperate by altering their program. In all cases adjustments will be requested by the Recreation Department.

(26) Tournament Banners

- Tournament banners for All Ontario, WOAA and Silver Stick wins will be put up permanently at the arena.
- Banners from other tournament wins, consolation wins, etc. will be limited to space available and will be removed to make space for new banners as required.

(27) Registration, Displays, Souvenir Booths, Admissions Tables & Solicitation

- Written approval from the Recreation Director must be received for registration events, displays, souvenir booths, admissions tables, or solicitation of any kind to take place in a North Huron facility.