



**POLICY #10100**

**TITLE:** Arena Users Policies & Rates  
**ADOPTED BY:** City Council

**ORIGIN:** Community and Leisure Services Committee  
**REVIEWED BY:** Community and Leisure Services

**JURISDICTION:** City of Humboldt

**EFFECTIVE DATE:** May 23, 2007

**AMENDED:** June 11, 2013

**PAGE:** Page 1/7

January 21, 2014

June 16, 2015

August 23, 2016

June 20, 2017

**PAGE 1 OF 7**

**1.0 PURPOSE**

The City deems it expedient to make policy governing the management, maintenance, improvement, operation, control and use of these properties and facilities to ensure equal opportunity for organizations and community members to utilize these recreational facilities.

**2.0 GENERAL POLICY**

2.1 Users will be responsible for all damages to building structures and grounds.

2.2 Rental Agreements and proof of insurance must be supplied to the City of Humboldt Community and Leisure Service Department prior to confirmation of bookings.

- Proof of Insurance is a minimum of \$1,000,000.00 General Liability Insurance and naming The City of Humboldt as an additional insured.

2.3 The City will allow up to three (3) rentals per calendar year where the user group does not have to provide General Liability Insurance. This is provided that the appropriate forms are signed and submitted to the Community and Leisure Services Department for approval.

2.4 All Facility Rules and Regulations are to be adhered to.

2.5 If a maintenance function is required, requests for service can be made by phone or in person to the Community and Leisure Services Administration Office.

- 2.6 The City reserves the right to evict, cause to be removed, or refuse further bookings or usage to person(s)/group(s) causing willful damage or contravening the Facility Regulations.
- 2.7 Dressing rooms and/or storage areas that are occupied by a user group are to be cleaned and kept in an orderly fashion by the user group.
- 2.8 On Stat Holidays from September to April, the arena hours will be reduced to a 6 (six) hour blocking window tentatively set from 10am to 4pm (subject to change), with the exception of stat holidays of which the facility is closed (i.e Christmas Day, Boxing Day and New Year's Day). Requests to expand the booking window can be made in writing to the Community and Leisure Services Department and will be reviewed on a case by case basis.

### **3.0 RATES, FEES & BOOKING POLICIES**

- 3.1 The Ice User fees for usage of the City of Humboldt Arena are detailed in Schedule "A" of this Policy.
- 3.2 The Community and Leisure Services Department will receive ice user requests in April and a master ice schedule document will be developed and circulated at the start of May for discussion. Following the Humboldt Bronco schedule meeting, an Annual Ice User Meeting will be scheduled at the beginning of June.
- 3.3 All regular, master schedule and special event bookings must be made at the User Group Annual Meeting. Special event requests received after the ice user meeting will only be accepted after first discussing with affected user groups to see if the event can be accommodated.
- 3.4 The ice user representative or an alternate must do all booking of ice. The names, addresses and telephone numbers of the representatives must be submitted to the City of Humboldt Community and Leisure Services Administration Office in writing.
- 3.5 All groups are hereby advised that, in order to accommodate and develop new activities within our facilities, circumstances may require existing groups to relinquish or reallocate time, to accommodate the new activity. These requests will be discussed during the annual Arena Users Meeting. Management will consider the requests in terms of the established priorities and past utilization of time in order to prepare, finalize, and promote the schedules of events for the



season. Management reserves the right to make the final decision regarding facility rentals.

- 3.6 All Cancelled rental times will revert back to the Community and Leisure Services Department for leasing purposes. Subletting is not permitted by any facility user, unless permission is granted by the department
- 3.7 Bookings can be cancelled without penalty if done so in writing to the Community and Leisure Services Department prior to 5:00pm of the deadline day.
  - a.)10 days in advance for Special Events (i.e. Oct 11<sup>th</sup> booking cancel Oct 1<sup>st</sup>)
  - b.)5 days in advance for regular bookings (i.e. Oct 11<sup>th</sup> booking cancel by Oct 6<sup>th</sup>)
  - c.)2 days in advance for playoff games (i.e. Oct 11<sup>th</sup> booking cancel by Oct 9<sup>th</sup>)
- 3.8 Bookings cancelled after the cancellation deadline has past will be charged full rate for the booking regardless of whether the space is booked out to another user group.
- 3.9 Ice time made available through cancellations will be booked on a first come first serve basis.
- 3.10 The user group cancelling an ice time will not have priority over other groups to get the time slot back if they change their mind at a later date. If it is still available they may re-book it, but cannot bump another booking to get their ice time back.
- 3.11 Cancellation due to extreme weather conditions will not be charged to the User Group.
- 3.12 In order to maintain the control and administration of rentals, all bookings must be made through the Community and Leisure Services Administration Centre (306-682-2597) during regular office hours. Staff are advised to direct inquiries to the office. Under no circumstances is the facility to be used without a booking.
- 3.13 The City of Humboldt reserves the right, due to emergencies or weather conditions, to postpone or reschedule any activity, with notice being given to the user group as soon as it is possible.

- 3.14 The City of Humboldt Arena Staff have the discretion to determine when ice cleans are needed in order to prevent permanent damage to the ice surface and to ensure safe usage by participants.

## **4.0 PAYMENT**

- 4.1 User groups will be given a detailed ice users billing at the end of each month for actual ice used. If account is not paid in full within thirty (30) days, The City of Humboldt will be applying two percent (2%) per month interest on all accounts. If accounts are not cleared up within sixty (60) days, the City of Humboldt reserves the right to cancel future bookings until the account is paid.
- 4.2 User groups will be billed for all ice cleans within their ice bookings.
- 4.3 The User Group has the right to dispute charges within 30 days of the invoicing date. Any disputes need to be made in writing and addressed to the Community and Leisure Services Administration Department.

## **5.0 FACILITY REGULATION & DISCIPLINE**

1. Management reserves the right to evict, cause to be removed, or refuse further bookings or admission to person(s)/group(s) causing willful damage or contravening the facility regulations and will be billed accordingly.
2. Anyone found on the premises with liquor in his/her possession, without proper authorization, will be removed from the premises. Anyone found on the premises with illegal drugs in his/her possessions will be reported to the proper authorities.
3. Overtime incurred by staff as a result of a user staying beyond their allotted time shall be charged to the user at the applicable overtime rate.
4. Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.
5. The tunnel underneath the spectator seating, including the stairwell areas, are to be used to access change rooms and washrooms. Sticks, pucks, soccer balls, other types of sporting equipment and any other actions deemed inappropriate are not permitted in these locations. Damage and restricted access to these areas are a result of these actions and therefore are not permitted.



6. Sticks, pucks, balls, etc. are to be utilized only on the ice surface. They are not to be used in any other location of the facility without permission from the Community and Leisure Services Department.
7. Each room is equipped with garbage receptacles. All users are requested to deposit all debris into the receptacles in order to help keep the rooms in a tidy condition for all users.
8. Coaches, managers, and authorized supervisory personnel are responsible for the conduct of their program participants and are required to be the first to enter and the last to leave the change room.
9. Washroom areas within dressing rooms and the facility are to be kept in an orderly fashion. This includes, but is not limited to, keeping food debris and garbage out of shower areas and flushing toilets.

## **6.0 PRIORITIES OF USE**

Priorities of usage are:

1. Special Events
2. Special programs sponsored or supported by the City of Humboldt Community and Leisure Services Department.
3. Minor sports
4. Day-time school programs
5. Adult Sports
6. Local Profit Oriented User Groups



## CITY OF HUMBOLDT ICE USERS RATES

### SCHEDULE "A"

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**1. ICE RENTAL HOURLY RATE:**

	HOURLY RATE	GST	TOTAL RATE
Youth/Minor Sports – Prime Rate	2017/18 - \$100/hr	\$5.00	2017/18 - \$105.00
Adult Sports	2017-18 - \$155/hr	\$7.75	2017/18 - \$162.75
Out of Town Users – Hourly Rate	2017/18 - \$210/hr (5%)	\$10.50	2017/18 - \$220.50

**2. ARENA RATES (COVERING ICE):**

	RATE	GST	TOTAL RATE
Local Commercial Activities (Day Rate) (Trade Shows, Displays, Shows & Concerts)	2017/18 - \$1250/day	\$62.50	2017/18 - \$1312.50
Out-of-Town Commercial Activities (Day Rate)	2017/18 - \$1500/day	\$70.00	2017/18 - \$1570.00
Cost to lay flooring and pick it up per event	2017/18 - \$1400/event	\$70.00	2017/18 - \$1470.00

**3. ARENA DRY FLOOR RENTAL RATES:**

	RATE	GST	TOTAL RATE
Dry Floor Sport Activities	2017-18 - \$40/hr	\$2.00	2017/18 - \$42.00
Out-of-Town Dry Floor Sports Activities	2017-18 - \$60/hr	\$3.00	2017/18 - \$63.00
Commercial Activities (Set-Up Day)	2017-18 - \$625/day	\$31.25	2017/18 - \$656.25
Out of Town & Commercial Activities	2017-18 - \$1250/day	\$62.50	2017/18 - \$1312.50
Local Non-Profit Rentals	2017-18 - \$875/day	\$43.75	2017/18 - \$918.75
Local Non-Profit Set-Up/Take Down	2017/18 – 437.50	\$21.88	2017/18 - \$459.38

**Note: Commercial Activity rate apply to all arena floor usage. If the flooring needs to be laid to cover the ice the surface there is the additional cost to lay the flooring and to pick it up.**



#### 4. ARENA PUBLIC ADMISSION RATES:

	DAY ADMISSION
Pre-School (0 – 5 yrs)	Free
Children (6 – 12 yrs)	2016/17 - \$2.50
Student (13 – 18 yrs)	2016/17 - \$3.00
Adult (19 – 60 yrs)	2016/17 - \$3.50
Family	2016/17 - \$9.00
Shinny	2016/17 - \$4.00

#### 5. CURLING RINK FLOOR RENTAL RATES:

	RATE	GST	TOTAL RATE
Local Sport Activities	2017/18 - \$20/hr	\$1.00	2017/18 - \$21.00
Non Local Sports Activities	2017/18 - \$60/hr	\$3.00	2017/18 - \$63.00
Local Non Profit Rentals	2017/18 - \$400/day	\$20.00	2017/18 - \$420.00
Local Non Profit Set Up/Take Down	2017/18 - \$200/day	\$10.00	2017/18 - \$210.00
Out of Town Rentals and Commercial Rentals	2017/18 - \$800/day	\$40.00	2017/18 - \$840.00
Out of Town and Commercial Set Up/Take Down	2017/18 - \$400/day	\$20.00	2017/18 - \$420.00

**Note: Commercial Activity rate apply to all arena floor usage. If the flooring needs to be laid to cover the ice the surface there is the additional cost to lay the flooring and to pick it up.**