



# PROCEDURE

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**PROCEDURE NO:** 202•1

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**TITLE:** Arena Ice/Dry Space Users Guidelines

**APPROVAL DATE:** June 21, 1999

**POLICY:** 202, ICE BOOKING PRIORITIES

**REVISION DATE:** May 16, 2016

**SECTION:** Community Services

**RESPONSIBLE**

**DEPARTMENT:** Community Services

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1. A *Contract for Use of City Facilities* shall be drawn up with regular users prior to the commencement of the season to allocate scheduled times and identify rental fees to be charged. The Contract shall be signed by a representative contact for the users, this being the individual with whom future communication and responsibility for payment of fees is maintained. Additional unallocated times may be booked beyond those allocated in this Contract, subject to the terms as outlined herein. Each rental group is responsible for checking their contract for accuracy and communicating the details to their members.
2. The sub-leasing of ice to a third party is not permitted.
3. All Contracted users shall be responsible for paying the designated rate for scheduled time throughout the entire season unless a minimum of TEN working days advance notice for ice bookings and TEN working days advance notice for dry space bookings is provided to City administration.
4. All Contracted ice users accounts must be current in order to book ice time.
5. For any rentals occurring on statutory holidays the renter shall pay twice the rate and twice the additional staffing rate needed to accommodate the rental.
6. For any usage outside of the Contract, the users shall notify City administration of cancellation at least THREE working days advance notice or risk being charged the , full rental rate if the ice cannot be used by others.
7. Non-Adult users shall be allowed a subsidized rate per hour in accordance with the current Fees and Charges Schedule.

8. All “**no shows**” will be charged the regular rental rate. Two “**no shows**” per user (inclusive of both winter and spring/summer ice, dry use) will result in contact by the City to provide a warning that the ice user is in danger of losing subsequent ice time. A third “**no show**” will result in loss of remaining ice time. For the purposes of this procedure “**no show**” is defined as when the Venue has not been notified that the ice time will not be utilized and the ice sits empty.
9. Contract users shall pay a deposit of the average of one month’s rent prior to the start date on their contract which will earn the City’s preferred bank rate of return or be immediately applied against the rental contract total. The latter would normally be done for dry space rentals.
10. The City reserves the right to postpone or reschedule any activity due to justified circumstances. These circumstances include but are not limited to shut-downs for maintenance and play-offs. Notice shall be given to the group or groups affected by the change or cancellation.
11. All users shall vacate the dressing rooms ONE-HALF HOUR after the conclusion of their rental time or additional charges may be applied.
12. Alcoholic beverages are permitted in the facilities ONLY as allowed and dispensed by the specific facility management, its agents, or by permitted contract. A first infraction will result in a letter of warning and any infractions thereafter in suspension of allocated ice for a period of time or the entire season.
13. Food and beverage contractual arrangements specific to each facility must be honoured by all users or fines will be levied. Food or beverage is not permitted on the ice at any time.
14. All facilities shall be left in an acceptable condition or extra charges for damages or excessive clean-up shall be applied. This includes, but is not limited to tobacco spittle, sunflower seeds, puck marks, broken keys etc. Extra charges will be applied as follows: \$100 for first infraction; \$200 for second infraction; \$400 for third infraction and suspension of allocated ice for a period of time or the entire season. Arena Operations staff, responsible for the operation and general supervision of the facilities shall enforce all rules and regulations.
15. The users shall be responsible for all people who enter the arena during the rental period including both participants and spectators or visitors. This will include the conduct and/or any damages caused by these individuals for which the rental party will be charged.

To avoid these situations, especially during game times or special tournaments and activities, provision of security personnel is an option to consider. Any security arrangements shall be mutually agreed upon by the booking party and the specific facility management. Provision of security may be made a requirement for usage if security issues persist with a particular booking party. All Coca-Cola Centre ice users shall be respectful of each other at all times and remain in the area that has been booked for their use.

Each rental group, organizer and team members are accountable for their actions in the facilities. Ice privileges will be withdrawn for:

- a. Fighting, profanity or aggressive behaviour - Perfect Sports Fan Code of Conduct is expected.
- b. Abuse of City property or staff
- c. Unpaid facility rental bill payments
- d. Health and bylaw violations including but not limited to:
  - Spitting (smokeless tobacco or sunflower seeds).
  - Smoking
  - Consuming alcoholic beverages
  - Taking pictures in change rooms or washrooms

The procedure will be: First offence: \$100; Second offence: \$200; Third offence \$400 and contract cancelled.

16. For your protection, do not bring or leave valuables in the dressing rooms. Please lock the door to your dressing room and keep the key with you at the bench at all times. Please be vigilant of your surroundings. If you have any concerns at all please contact Arena Operations staff immediately.
17. All non-adult participants must be actively supervised by an adult at all times (coach, teacher, and parent). As a user of City recreation facilities, you are responsible to make certain that the standards that apply to your sport are followed and you may be liable if you have:
  - not ensured that proper equipment was used
  - failed to properly train participants
  - failed to properly supervise the sporting event
  - Allowed a potentially dangerous situation to continue unchecked

If you have any questions about liability, consult with your lawyer to make certain that your group is properly protected from such claims.

18. All User Groups require proof of Liability Insurance in the amount of two million (\$2,000,000.00) dollars with the City of Grande Prairie identified as an additional named insured. Casual Users (< 4 uses/month) may be exempt from this requirement.
19. All accidents resulting in injury to a person or damage to a property must be reported immediately to Arena Operations staff.
20. Any adults, including coaches, participating in hockey activities **MUST** wear a helmet (Hockey Alberta Policy effective November 6, 2008). In addition, it is strongly recommended that full hockey equipment be worn.

Unless acting as an instructor, all players 18 years and under REQUIRE full equipment. The minimum is:

- CSA approved helmet and face protector
- Neck guard
- Shin pads
- Elbow pads
- Gloves

21. During Public Skate, all skaters under 18 years of age must be wearing an approved safety helmet in order to skate. Helmets are recommended for adult public skaters. Only participants wearing skates can go onto the ice surface.
22. Ice maintenance shall be performed between all booking and at the discretion of the Arena Attendant. Do not open the gates or come out onto the ice until the Zamboni is finished, has left the ice surface and the dasher board gates are closed. There are no exceptions.
23. Ice Users and the City will meet prior to the opening of any new ice facility in order to determine a fair and equitable use of future ice time.