

Town of Greater Napanee Ice/Floor Rental Policy



Section 1.0 - Purpose

The purpose of this policy is to standardize procedures pertaining to the rental and cancellation of ice/floor bookings at the Strathcona Paper Centre Arena.

Section 2.0 - Ice Category Definition

Prime Time The duration of hours where the ice is in the greatest demand
Monday – Friday 4:00 pm – 12:00 am
Saturday/Sunday 7:00 am – 12:00 am

Non-Prime Time The duration of hours where the ice is in the least demand
Monday – Friday 7:00 am – 4:00 pm

Public Skating

Ice time allocated by the Town of Greater Napanee for recreational skating.
Recommend CSA helmets worn.

Parent N' Me

Ice time allocated by the Town of Greater Napanee for pre-school children and their parents.

This time is for unorganized recreational skating only. No sticks, pucks or chairs will be allowed on the ice surface during this time.

Adult Skate

Ice time allocated by the Town of Greater Napanee for adults only. This ice time is for unorganized recreational skating only. No sticks, pucks or chairs will be allowed on the ice surface during this time.

Shinny Hockey

Ice time allocated by the Town of Greater Napanee for pick up hockey. Recommend CSA approved helmet, full face mask, gloves, neck protector and stick.

Open Figure Skating

Ice time allocated by the Town of Greater Napanee for open figure skating.

Senior Skate

Ice time allocated by the Town of Greater Napanee for seniors only. This ice time is for unorganized recreational skating only. No sticks, pucks or chairs will be allowed on the ice surface during this time.

Section 3.0 - Ice Allocation

- 3.1 Individuals or organizations wishing to secure ice/floor rentals for the upcoming ice season must advise the Facility Office Staff of their desired times/dates.
- 3.2 All ice/floor bookings will adhere to the current Infrastructure Services Department, Fees Bylaw, approved by Council.
- 3.3 Groups with multiple bookings must submit an Ice Request form for consideration. Rental times will be allotted to user groups based on historical usage as well as documented established need. New users will be allocated times on a first come, first served basis.
- 3.4 All rentals must follow the expectations of utilizing all available ice first when going about making a booking regardless of it being a game, practice or playoff.
- 3.5 No booking is ever final until confirmed by a signed contract between the Town of Greater Napanee and the facility user.
- 3.6 Casual or private rentals will receive a 25% discount off the regular ice user fee if booked on the day of the rental or last working day prior to.
- 3.7 The rental permit holder will not exchange, assign, broker, or sublet the permit to any other group or person without notification and approval from the Parks and Facilities Staff. Any attempt to so exchange, assign, broker, or sublet the permit will result in the immediate cancellation of the permit.

Section 4.0 - Payment Procedures

- 4.1 All tentative bookings are held for 24 hours only. Payment in full and the signing of a rental contract is necessary in order to guarantee a booking date and obtain a rental permit.
- 4.2 Payment(s) may be made by cheque, credit card (Visa or MasterCard), debit or cash. Please make cheques payable to the Town of Greater Napanee. NSF cheques will be charged a fee of \$25.00 per cheque.
- 4.3 Organizations/groups with multiple bookings are required to make monthly payments on their rental contract. Groups who have been late for payments two or more times will be issued a notice and receive a suspension of all future ice time until a review by the Department has been completed.
- 4.4 Tournaments, special events, competitions, and hockey schools must pay a deposit of 25% of the rental fee at time of booking.

Section 5.0 - Cancellation Procedures

- 5.1 Proper cancellation of ice time must be done through the Facility Office Assistant.
- 5.2 Organizations/groups wishing to return ice to the municipality after initiation of a contract must provide a minimum of two weeks written notice to allow time to re-book. Amendments to the contract will be made should ice be re-allocated. Should the ice not be re-allocated, the contract will be binding.
- 5.3 Tournaments, special events, competitions, and hockey schools must give a minimum of 2 weeks' notice for cancellation, or forfeit their deposit.
- 5.4 The Department of Parks & Facilities requires that all bookings for regular season games and practices give 72 working hours' notice no later than 12:00 noon for all cancellations of ice times.
- 5.5 Failure to notify the Facility Office Assistant within 72 hours or more prior to the scheduled ice time will result in the party in question being charged IN FULL for that ice time.

- 5.6 In the case of the opposing team cancelling a game not within the required 72 hours, or in the case of a no-show by the visiting team, the original booking team will still be billed accordingly as if ice was used as scheduled.
- 5.7 The Town of Greater Napanee has the right to cancel due to storm, inclement weather, power outage, in the event of a major emergency, mechanical failure of the equipment, safety, structural or ice repairs. The representative will not be charged for cancellations of this nature. Notification to the affected groups will take place as soon as possible.

Section 6.0 - Terms and Conditions

- 6.1 The Town of Greater Napanee will not be responsible for personal injury or damage, loss or theft of any articles belonging to the rental permit holder or anyone in attendance at the facility during the term of the rental contract. All rental permits are issued on the basis that the permit holder shall be responsible for any damages to facilities, furnishings any other property of the Town located within the rented facility. The rental permit holder must pay for all damages arising out of or during the use of the facility under the permit.
- 6.2 Absolutely NO alcoholic beverages or illegal drugs will be tolerated on municipal property, including dressing rooms.
- 6.3 There is absolutely NO SMOKING permitted within the facility as per Town of Greater Napanee By-Law No. 2003-05 as amended.
- 6.4 No food or drink allowed on the ice/floor surface at any time.
- 6.5 Permission must be granted by the Manager of Facilities before food, drinks, or merchandise is brought into the facility for sale.
- 6.6 The use of photographic devices including cellular phones and personal assistants is prohibited in the dressing rooms and washroom areas.
- 6.7 Ice rentals are allowed 2 dressing rooms (3rd assigned to girls/women). Dressing room keys are available upon request from the operator on duty.
- 6.8 The municipality will ensure enforcement of the Terms & Conditions by providing: first a verbal warning, followed by a one week suspension of ice time or as deemed necessary, at the organizations cost and subsequently leading to the loss of ice time to the group if the activity persists.