

Adopted: August 29, 2023
Resolution #438/23
Review Date: September 2024



Town of Greater Napanee- Facility Allocation Policy

Purpose:

To assist the Town of Greater Napanee in the allocation of facility rental time at all municipally owned recreation indoor and outdoor facilities. It is the intent that through this policy, that Town of Greater Napanee residents and non-profit organizations will be treated equally. The policy will establish guiding principles and standards that will help allocate minimum requirements of facility rental time at all municipally owned recreation centres and outdoor facilities to all qualified user groups in the Town as well as maximize the potential of all town owned parks & recreational facilities.

Procedure:

Town Facilities

The Town of Greater Napanee owns and operates numerous recreation facilities, parks, and open spaces that also include sports fields, community halls, playgrounds, picnic shelters, and a twin ice-pad arena with banquet hall and meeting rooms.

Operating Governance

The Town of Greater Napanee Community and Corporate Services department will be responsible for calculating each regular user group's facility allocation requests. This will be done on an annual basis. The Town's Community and Corporate Services Department is responsible for the implementation of the policy as outlined.

No organization is permitted to book facility time that will go unused, except for the purpose of ensuring that sufficient facility time is available.

Facility Allocations Priorities

The facility allocations will be prioritized in the following order:

1. Municipal Programs

- Defined as programs offered by the Town of Greater Napanee to provide an opportunity for community residents (general public) to utilize our facilities through drop-in adult, senior, open figure

skating, public, parent n' me, shinny, shift workers hockey and other opportunities.

2. Special Events & Tournaments

- Defined as those which bring recognition to, or increase the public profile of, the Town of Greater Napanee
- International, National, Provincial and Regional multi-sport/recreational event, or events which are sanctioned by the appropriate governing body and bring recognition or increase the public profile of the Town of Greater Napanee.

3. Minor Youth and other Non-profit Youth Organizations

- Defined as at least having 80% of the registered players being residents of the Town of Greater Napanee and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural, or social activities.
- One hundred percent of the participants must be 18 years of age or under prior to December 31st of that year's session and/or the age categories as outlined in the existing provincial or national governing bodies.
- No part of the income of the organization can be payable to, or made available for the personal benefit of, any proprietor, member or shareholder.

4. Major Town of Greater Napanee teams/organizations (i.e., OHA team, OWHA team)

5. Schools

- A publicly funded school or a "not-for-profit school recognized by the Province of Ontario as an education institution, located in the Town of Greater Napanee

6. Adult Recreational Organizations within the Town

- Defined as having 80% of the registered players that are residents of the Town of Greater Napanee and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural and social activities.
- The age of the participant is greater than that which qualifies as a youth organization.

7. All other Town user groups

- Defined as any use by an organization or individual where the purpose is to generate activity for the benefit of the community or to generate funds which will be used to benefit the community.

8. Local Commercial Operations

- Local private sector group or individuals whose primary purpose is booking the facility to make a profit.

9. Non-resident groups

- Defined as any use by an organization or individual where the organization, group, or individual does not reside or operate within the Town of Greater Napanee

10. External Commercial Operations

- Private sector group or individuals whose primary purpose is booking the facility to make a profit.

Historical Precedent

Established Youth Groups- Will be given preference to their current facility rental allocation time within the allocation system given they have provided quality programming to the residents of the Town over previous years.

New Youth Groups- New youth organizations will be considered within the allocation provided that:

- They meet an identified need in the community, not being provided by any of the existing organizations.
- There are sufficient registrants.
- That facility time is available.

Identified needs and appropriate use of the facility will be evaluated by the Department.

Accommodating new groups at the expense of the existing groups will be considered only in cases where a program is being introduced into the area for the first time and no other program of this nature is available.

- The Town of Greater Napanee encourages new recreational opportunities, especially to the non-served segments of the population.
- The development of new programs or the expansion of existing programs into other areas should be encouraged as extensions of organizations already established. The Department will direct the new organization to the existing/established organization.

Expansion of Existing Youth Programs- Organizations that experience an increase in registration will not be allotted additional facility time at the expense of other organizations that maintain registration level from previous years.

- Requests by an existing group to implement an increase in their previous years' facility allocation, to accommodate growth of participants, will be considered after all existing and new facility allocations have been allocated.
- No new tournaments, special events, or expansions to existing programs may be implemented without prior written approval from the Community & Corporate Services Department.

Any new organization, group, or individual requesting recreational facility time for the first time must submit a request in writing to the Community Recreation Administrator no later than March 1st of the prior year to the September through April season and by October 1st of the year prior to the April through October season.

- Facility allocation for new organizations will be determined as laid out in this policy.

Tournaments & Special Events

The Town of Greater Napanee supports special programs like tournaments/competitions and special events. Priority will be given to these events, and they will be scheduled in the facility allocation calendar first (after municipal programs have been scheduled). Each **minor youth and other non-profit youth organizations or major TGN team** will have the ability to provide at least one tournament/competition.

Those organizations with greater numbers may offer a maximum of four tournaments in a year. However, organizations that would be hosting tournaments two, three or four would be required to "pay back" an equal amount of facility time to the group(s) affected. (ex. If NDMHA or Softball Napanee ran additional tournaments, they would be required to give some of their regular time back to the user groups that have been displaced).

By January 1st of each year, the organization would supply to the Town of Greater Napanee the name, location, date, and category of all recommended special events. It is noted that groups requesting more than one tournament/competition or special event should prioritize their requests.

In the scheduling of tournaments and special events, priority will be given to the "annual" special events (an event that has been in operation for several years). It is important to note that these events usually fit into time slots with other tournaments and special events in Ontario. Consequently, it is vital to keep the dates "consistent" so that planning of the events is made easier. All efforts

should be made by organizations planning new tournaments, so events do not coincide with other pre-planned events. Existing events will be given priority.

All organizations are required to book and pay for “contingency” facility time during tournaments in order to prevent the potential of curfew situations for tournaments or delay in rentals after the tournament. Organizations will be required to book a minimum of 1 additional hour of facility time to accommodate this contingency.

Tournaments, special events, competitions and hockey schools must pay a deposit of 25% of the rental fee at time of booking.

Should “set-up” or “tear down” time be required for an event, this time will be charged back to the organization at the rates approved by Council.

Rental Fees & Payment Procedures

The rental fees will be determined each year and approved by Council, through a “Fees By-law”

One-off Bookings (up to 3 booking dates)

- 100% paid prior to rental.
- 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.

Multiple Bookings for Non-affiliated groups (e.g., adult user groups with consecutive weekly bookings over more than a month)

- Paid in full by months end.
- Late payments two or more times will be issued a notice and receive a suspension of all future booking dates until a review by Community & Corporate Services

Minor/Adult Sports Groups (e.g., Napanee District Minor Hockey Association, Napanee Crunch Female Hockey Association, Softball Napanee)

- Paid in full by months end.
- Late payments two or more times will be issued a notice and receive a suspension of all future booking dates until a review by Community & Corporate Services

Contract adjustments are allowed after March 1st when accommodations for play-offs are required to reduce bookings. For example, each season NDMHA and Crunch book enough ice so that if every team were to make the finals in playoffs they are covered. Notice

of at least one week must be provided to the Community Recreation Administrator regarding these cancellations, for a credit to apply. If proper notice is not provided, regular charges will apply.

In the event that a user group is suffering financial difficulty, the Town of Greater Napanee will work with the group in an attempt to set up a payment schedule. Upon due notice, any outstanding invoices would then adhere to the Write Off Policy.

Please note if planning to reschedule a booking, a \$10 facility booking administration fee will be added to your invoice. This will be added for every major change requested.

- For hall rentals this would cover date changes, or any change deemed substantial by staff.
- For ice, diamond, or field rentals this would include date changes, any change deemed substantial by staff, or block changes for associations. The fee would not be applied for ice rentals being returned or as an initial charge on rentals.

Legal Requirements of Groups Renting Town Facilities

All user groups will be required to show proof of five-million-dollar liability insurance, naming the Town of Greater Napanee as an additional insured. Failure to provide this documentation will result in immediate denial of facility use.

All groups who rent facility time from the Town must sign a rental contract. In addition, all renters will be required to abide by the facility terms and conditions which will outline municipal standards, guidelines and by-laws and all other terms and conditions within that contract.

Cancellation of Facility Time

Facility time is reserved and NOT GUARANTEED. The Town of Greater Napanee retains the right to adjust, cancel, withdraw, or reschedule all allocated facility time. This will be necessary only in the event of tournaments, special events or playoff games, or in case of an emergency or unforeseen circumstance. All reasonable efforts will be made to advise affected groups as early as possible.

Organizations that do not comply with other policies as established through the Town may have their contract cancelled.

Once the facility time allocation has been distributed and contracts have been firmed, user groups will not be able to cancel their time unless it is within our policy set below. An organization will be responsible to pay all contracted facility time for the period specified in the contract (including early morning ice). An organization may occasionally return

ice, or diamonds to the department by providing two-week written notice but will be responsible to pay for any facility time that is not rebooked by the department. One-off ice rentals require notice of cancellation be provided to the appropriate staff member at least 72 hours prior to the rental, for eligibility of refund. Rentals cancelled within the 72-hour period will be charged the total booking fee.

One-off meeting and hall bookings require notice of cancellation be provided to the appropriate staff member at least 72 hours prior to the rental, for eligibility of refund. Rentals cancelled within the 72-hour period will be charged 75% of the total booking fee.

Cancellation of facility time by the Town of Greater Napanee due to inclement weather conditions is permitted during a significant weather event, state of emergency or by direction of Emergency Services. The onset of inclement weather does not automatically mean the cancellation of facility bookings, notification will be delivered to all users as soon as the decision has been made. Bookings will be charged 50% of the total booking fee should they decide to cancel due to weather. Diamond/field rentals that are cancelled due to rain, are expected to try to be rebooked at a later date.

Special consideration will be made for Napanee District Minor Hockey Association, Napanee Crunch Female Hockey Association and Napanee Raiders where ice rentals are permitted after March 1st due to playoff schedules. Notice of at least one week must be provided to the Community Recreation Administrator regarding these cancellations, for a credit to apply. If proper notice is not provided, regular charges will apply.

Policy Review

Staff will review this facility allocation policy annually.