

**CORPORATION OF THE TOWNSHIP OF RUSSELL**

**By-law # 2019-067**

Being a by-law to adopt the revised the Russell Municipal Facilities  
Rental and Allocation Policy.

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**WHEREAS** Sections 9 and 11, of the *Ontario Municipal Act, 2001*, S.O. 2001, chapter 25 as amended, provides powers and broad authority to municipalities to establish By-laws to govern the structure of the municipality and its local boards; and

**WHEREAS** the Council of the Corporation of the Township of Russell did enact By-Law 2018-115 on September 4, 2018, to revise the Russell Municipal Facilities Rental and Allocation Policy; and

**WHEREAS** Council deems it advisable to amend the Russell Municipal Facilities Rental and Allocation Policy in order to include a specific change; now therefore be it

**RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RUSSELL ENACTS AS FOLLOWS:**

1. **THAT** the revised Russell Municipal Facilities Rental and Allocation Policy as outlined in Schedule "A" attached to and made part of this by-law shall form part of the Department of Parks and Recreation Policies and Procedures of the Corporation of the Township of Russell;
2. **THAT** By-Law 2018-115 hereby repealed in its entirety;
3. **THAT** this By-Law shall come into force and take effect upon final reading thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
15<sup>TH</sup> DAY OF APRIL 2019.



Pierre Leroux  
Mayor



Joanne Camiré Laflamme  
Clerk

# **RUSSELL MUNICIPAL FACILITIES RENTAL & ALLOCATION POLICY**



Municipalité de  
**RUSSELL**  
Township

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## **POLICY FOR RENTAL & ALLOCATION OF MUNICIPAL FACILITIES**

### **1.0 DEFINITIONS**

**ADHOC Users:** An individual or group that is booking a facility randomly throughout the year when times are available.

**Adult Sports Users:** A group or league representing adults (at least 18 years of age or older).

**CAO:** has the meaning of the Chief Administrative Officer of the Township of Russell

**Designate:** has the meaning of any person assigned by the Director to act on his/her behalf in cases where the Director is unavailable to act.

**Director:** has the meaning of Director of the Parks and Recreation department of the Township of Russell

**Meeting:** An assembly or gathering of people, for business, social, or religious purpose.

**Minors:** Participants who are 17 years old and younger.

**Minor Sports Users:** Organizations whose primary aim is to offer youth services and programs to our residents.

**Non-resident:** An individual or group residing outside the Township of Russell.

**Permit Holder/Renter/User:** Person of 18 yrs and older signing the permit and responsible for the use of the facility identified on the permit.

**Program:** A continuous series of activities in which the public participates.

**Recognized Organizations:** Local, community associations and groups that offer organized activities to our residents.

**Recognized School Board Institutions:** Public and Separate School institutions and homeschools within the Township of Russell.

**Resident:** An individual or a group of residents residing within the Township of Russell (Embrun, Russell, Limoges and Marionville).

**Special Events:** An event at which people gather for social, cultural and recreational purposes.

**Tournament Rental:** Booking a facility for recreational purpose for one or more days, usually on consecutive days.

**Township:** Township of Russell

**ICE USERS:**

**Minor Sports Users:** A group booking ice for a Minor sports organization. They include but are not limited to the following sports: Minor Hockey (boys and girls), Broomball, Figure Skating and Ringette. The booking would be for the entire sports calendar annually and be requested at least two months prior to the beginning of their first ice rental request.

**Adult Sports Users:** A group or league representing adults (at least 18 years of age or older) who wish to book ice for the entire Arena season, on the same nights and same times weekly.

**ADHOC Users:** The booking of a facility randomly throughout the year when ice rental times are available.

**2.0 POLICY STATEMENT**

**2.1 Statement of Principle**

It is the intent of the Township of Russell to provide individuals and organizations with clean, convenient, safe and affordable spaces to pursue a wide variety of activities.

Rental space in municipal facilities is allocated in a manner which reflects the wide variety of community users and their needs, and respects federal and provincial laws, and municipal policies and by-laws.

Rental of municipal facilities is based on a daily or hourly rate for a term period.

**2.2 Statement of Scope**

This policy applies to all facilities operated by the Township of Russell.

**2.3 Statement of Administrative Responsibility**

This policy will be administered by the department of Parks and Recreation. Its ongoing application and interpretation will be the responsibility of the Director and/or his/her designated.

**3.0 GENERAL TERMS & CONDITIONS**

3.1 The person signing the permit or his/her designated signatory shall abide by the terms and conditions of the Rental and Allocation Policy and the guidelines and controls of the Municipal Alcohol Policy if applicable.

3.2 The permit holder agrees to indemnify and save harmless the Township or its agents of all claims resulting from bodily injuries or death to any person or persons, or damages to property of others arising out of permit holder's use of the facility identified on the permit.

- 3.3 The permit holder agrees to indemnify and save harmless the Township and/or its agents for any debt or other monetary obligations incurred by the permit holder before, after and during the use of a facility.
- 3.4 The permit holder shall comply with all federal, provincial and municipal laws that may apply to the functions for which the permit is issued.
- 3.5 The permit holder may have to provide proof of liability insurance. This insurance should protect not only the permit holder and have the Township as additional insured but also, in the case of volunteer organizations, the Board of Directors, the employees and the volunteers who administer the activities of the organization. A copy must be provided to the Township 10 working days prior to the event.
- 3.6 The permit holder will have to provide proof of liability insurance coverage (\$5,000,000) from any other third party involved in the reservations (DJ, caterer, band, etc.)
- 3.7 If alcohol is to be served, a special occasion permit must be obtained from the Liquor License Board of Ontario (a copy must be provided to the Township 10 working days prior to the event), the permit holder must provide proof of liability insurance and have the Township as additional insured. The Russell Municipal Alcohol Policy must be strictly complied with. The use or sale of illicit drugs is prohibited.
- 3.8 The permit holder shall not allow attendance in the facility to exceed maximum capacity standards as established.
- 3.9 The permit holder shall be responsible for the conduct and supervision of all persons using the facility while occupied by the permit holder.
- 3.10 The permit holder shall be in charge of any persons attending or participating in their event being held in the facility at all times and his/her instructions must be followed.
- 3.11 All activities must be supervised by the permit holder. For special events and tournaments, voluntary supervision acceptable to the Township may be used and if required, municipal supervision will be mandatory. The cost of supervision is calculated with the following formula: total number of hours booked, multiplied by the hourly rate applicable. Payment of the municipal supervision must be made with the rental payment. In some cases, police supervision may be required and payment for their services will be made directly to the Ontario Provincial Police.
- 3.12 For a special event, the permit holder must have a copy of his/her permit readily available at all times during the use of the facility.
- 3.13 Only the facilities identified on the permit are to be utilized by the permit holder. Permits are non-transferable from person to person without obtaining prior authorization from the Director or designated officers.
- 3.14 Once a facility has been booked, the booking cannot be pre-empted except by the Director or his/her designate.

- 3.15 The Township reserves the right and authority to alter or cancel a permit on a 24-hour notice and submit a full or partial refund when applicable:
- a) if the facility is required for municipal purposes;
  - b) if the condition of grounds, buildings and equipment is judged unsuitable;
  - c) If the facility requires technical or emergency repairs which cannot be performed at any other time.
- 3.16 The Township reserves the right and authority to alter or cancel a permit on a 24-hour notice without providing a refund:
- a) if there is evidence that the permit holder promotes activities or performances that foster hatred, discrimination, gratuitous violence or sex, or degradation of the human condition;
  - b) if secured by misrepresentation or transferred without authority;
  - c) if the terms and conditions of the Rental and Allocation Policy and the Municipal Alcohol Policy are not respected;
  - d) If the permit holder fails to make full payment prior to the event as indicated on the permit.
- 3.17 Decisions of the Director may be appealed in the following manner:
- a) a notice of appeal is submitted in writing or presented in person (with prior notice) to the CAO;
  - b) the CAO may review the appeal and reach a decision at that time or, set a date for the hearing and decision by Council;
  - c) Decision of Council is final.
- 3.18 The facility exits must be kept free from obstructions in case of fire or panic.
- 3.19 The use of decorations or special effects brought to the facility must comply with fire regulations as established by the office of the Fire Marshall. No pins, screws, nails or other items may be placed on the walls, ceiling and floor without prior authorization from the Recreation Coordinator.
- 3.20 The permit holder shall be responsible for leaving the area litter free. The use of paper and metallic confetti are strictly prohibited.
- 3.21 Township will not be responsible for articles lost, stolen or broken, brought to the facility for use by the permit holder or participants.
- 3.22 The facilities have to be left in similar condition as they were prior to the use.
- 3.23 The permit holder shall, as soon as possible, inform the Township of any repairs needed to the facility.
- 3.24 Each hour of rental/use shall include the necessary time to return the facility to its normal condition and to vacate the facility.
- 3.25 The permit holder agrees to pay the charges set out at the times specified in the permit. All payments shall be made at Town Hall or a location agreed upon by the Township.



3.26 A security deposit is required when a facility is being utilized for a special event and/or a tournament with liquor. The deposit shall be retained when a facility has been damaged. The permit holder shall pay the costs of all repairs incurred. The Township may recover these costs according to the law if the permit holder fails to respond within reasonable length of time.

3.27 Any Permit for a facility does not constitute a commitment of allocation beyond the date stated on the permit.

3.28 The appendices (“A, B, C, D, E”) form part of and are integral to this policy.

#### **4.0 APPLICATION PROCEDURE**

4.1 All applications (seasonal and tournaments included) must be submitted within the deadlines identified in the appendices of this policy. All contracts must be approved by Township’s authorized personnel.

4.2 All contracts are prepared and authorized using the BOOK KING software system.

#### **5.0 ALLOCATION OF FACILITIES**

5.1 The allocation of facilities is based on the user categories and is described in more detail in the appendices attached hereto.

5.2 Once a booking has been confirmed, it can only be altered with the authorization of the Director or his/her designate as described in the appendices attached hereto.

5.3 Any booking conflicts will be resolved by the Director or his/her designate at their discretion. If you are not satisfied with the decision, you can follow the appeal process set in 3.17.

#### **6.0 RENTAL FEES**

a) The rental fees described in this policy can be found in the User Fee By-Law, Section A-9 and are subject to an annual review by the Township.

b) The rental fees are subject to applicable taxes.

c) The rental fees are based on an hourly rate with some exceptions for community halls.

d) Users who have overdue accounts (including NSF checks and balance) relating to previous rentals at any municipal facility will be required to settle their account in full prior to new bookings being accepted (unless special arrangements have been made).

e) A receipt will be issued with each payment made.

**7.0 RENTAL PAYMENTS AND REFUNDS**

7.1 If payment is submitted within 14 days or less prior to the event, only cash, debit cards, or online payments will be accepted.

7.2 The balance of payment (including security deposit for special events and/or tournaments with liquor) is due 14 days prior to the activity. Otherwise, the Director or his/her designate may cancel the permit if they are unable to contact the renter. In this case, the reservation deposit will be retained by the Township.

**8.0 SECURITY DEPOSIT AND REFUNDS**

**8.1 Deposit**

A security deposit of \$200 is required with all special events and/or tournaments with liquor.

**8.2 Refunds**

Following the special event or tournament, the administration staff will be notified to either:

- a) Refund the total amount of the security deposit; or
- b) Retain partially or in full the security deposit for the following reasons: facility damage, additional hours of supervision and additional hours of cleaning.

## **APPENDIX “A”**

### **INDOOR ARENA ICE**

#### **A-1 REGULATIONS & RESPONSIBILITIES**

1.1 For ice rental:

- a) Each hour of rental shall consist of no more than 50 minutes of ice time (some exceptions may be granted). The balance of each hour is devoted to ice maintenance, except for broomball or when a permit holder wishes not to have the ice maintained before using it;
- b) The permit holder will only be permitted to use the change rooms 30 minutes before rental time and the change rooms must be vacated within 30 minutes after coming off the ice;
- c) No one is allowed on the ice area:
  - i) During the operation of the ice resurfacing machine;
  - ii) Until the goals have been anchored and the attendant is off the ice;
  - iii) At any other time upon request of the Township or its management.
- d) The Township will not be held responsible for any failure in supplying ice due to circumstances beyond its control.

1.2 Helmets are mandatory for minors during public skating sessions and are strongly suggested for adults. Any minor not in compliance will be asked to leave the ice surface for their own safety.

1.3 Any user renting facilities and subsequently charging admission fees shall be responsible for providing cash floats and obtaining ticket sellers.

1.4 For events where there is an admission charge and for which extra Township staff is required (i.e.: more than the normal personnel needed to adequately staff a particular event), the user shall compensate the Township for the additional staffing cost.

- 1.5 a) Arenas shall be closed on municipal statutory and civic holidays as mentioned below:
- Christmas Day
  - Boxing Day
  - New Year's Day
  - Civic Day
  - Victoria Day
  - Good Friday
  - Easter Sunday and Monday
  - Canada Day
  - Labour Day

#### **A-2 APPLICATION PROCEDURE & RENTAL PAYMENTS**

- 2.1 a) Users may contact the Recreation Coordinator with the Department of Parks and Recreation at 613-443-2814 or 613-443-3066 to obtain permits and inquire about facility availability.

- b) Minor Sports and Adult Sport users from the previous year will be invited to a user meeting for information and ice allocation to be held in July each year.

**2.2 Minor Sports and Adult Sport Users**

- a) Minor Sports and Adult Sport users requesting ice for the following year must submit their hours to the department of Parks and Recreation in writing by June 30<sup>th</sup> of each calendar year in order to be given priority. Should a user group not provide their written request to the department of Parks and Recreation by June 30<sup>th</sup> of each calendar year they risk losing priority to their previously allotted times.
- b) For Adult sport users and Junior B, full payment must be made prior to October 10<sup>th</sup> for the period from September to December, inclusively; and prior to February 10<sup>th</sup> for the period from January to April, inclusively. No exceptions to these timeframes will be entertained.
- c) For Minor Sports users, organizations will have to issue payment on a monthly basis on the first of each month. Contracts showing the monthly balances will be sent on a monthly basis by the Recreation Coordinator to ease this process. No exceptions to these timeframes will be entertained. Any payment received after 30 days will be subject to a late fee and the administration reserves the right to refuse access to the ice surface.

**2.3 ADHOC User**

- a) Allocations will be awarded on a first-come first-serve basis.
- b) Payment must be received within 30 days of contract date to secure the booking, and/or all reservation must be paid in full prior to the booking date.
- c) Each local Recognized School Board Institutions will be allowed 25 hours of ice time per regular season between 8:00 am and 4:00 pm. Any additional hours will be billed at the current time rate. \*\*Please note that priority will be given to regular season ice holders

An extra amount of hours could be allocated at no charge for the school if there is a reciprocal arrangement between the two parties

**2.4 Tournaments and Special Events**

Applications must be submitted in writing before June 30<sup>th</sup> of every year to the Department of Parks and Recreation in order to receive priority consideration.

Signed permits must be returned to the Township with full payment at least four (4) weeks prior to the event.

**A-3 ALLOCATION PROCEDURE**

- 3.1 a) The allocations will be awarded using the following methodology: Minor Sports Users then Adult Sport users and then ADHOC bookings.
- b) The previous year's use will be utilized as a guideline for allocation during the review process taking into account each user groups annual requests which are to be submitted no later than June 30<sup>th</sup> of each calendar year.
- c) Minor Sports User organizations shall be considered on an equal basis. These organizations are: Russell and Embrun Figure Skating Club, Russell and Embrun Minor Hockey House and Competitive Associations, Russell Girls Minor Hockey Association and Embrun Junior "B" Club games / practices.
- d) The minor sports users shall submit their respective hours by the date set out above. Once the department has received all the requests, they will attempt to provide each group all their requested hours for the season. Each groups previous years allocation will be taking into account before assigning a different minor sports association with those hours. The Minor Sports users should only be requesting the hours they can use during the season and should not be requesting hours that will not be used by them as all hours allocated by the department will be billed to each association and be expected to be paid for promptly as set up in this document.
- e) For Minor Sports users, it is understood that the allocations of time will be provided on a weekly basis for the duration of the sports season as outlined in the submission for each Minor sports user group. The group will be responsible for all weekly allowances, unless they have made specific exclusions in their written submission for ice between Christmas Eve and Day after New Year and/or during March break. Users shall be provided with that weekly allocation in the same time slots every week regardless of their actual use (ex. Every Monday from 4-8 for the entire ice-time season). Should a user require a cancellation, reference is to be made to A-4, Section 4 below. No refunds for time unused will be made to any user group for hours requested and provided prior to the start of the sports season. \*\*Please note that all minor sports groups have to use 85% of their time slot.
- f) For Adult Sport users, it is understood that allocations of time will be provided on a weekly basis for the duration of the ice-time season. Users shall be provided with that weekly allocation in the same time slots every week regardless of their actual use (ex. Every Monday from 4-8 for the entire ice-time season). Should a user require a cancellation, reference is to be made to A-4, Section 4 below.
- 3.2 If a permit, duly signed, is not returned prior to the due date, the hours may be offered to another group.
- 3.3 To book individual hours, the user must sign a contract and make payment at the time of booking.

**A-4 CANCELLATION AND REFUND GUIDELINES**

- 4.1 For all user groups, Minor Sports, Adult Sports and ADHOC users, if you decide that you cannot use your assigned ice time, you can request the Department of Parks and Recreation’s assistance with filing your time slots in exchange for a refund for those hours, however, should the department be unable to re-book another user group for those hours, the original user group will still be responsible for those hours. At all times, a \$20 administration fee will apply for each separate request. All requests should be made with at least 30 days advance notice. If it is within 30 days, the department will still consider the request. However the administrative fee for these requests will be \$50. Please note that administrative fees will be deducted from the refund provided by the Township.
- 4.2 Minor sports groups are encouraged to contact each other for potential ice time exchanges. If they can complete an ice time exchange, then the original user group MUST contact the department of Parks and Recreation to advise of such change so that they may change the user group from the originating group to the new group for insurance purposes. As well, they will update the contracts to ensure the billing of the hours are reflected properly. A \$20 administrative fee will apply for each exchange request submitted in order to complete the tasks listed above. Under no circumstance should the Minor Sports associations exchange cash for the hours. Any instances of this may result in those organizations losing their priority the following year or in extreme cases, their privilege to request any ice the following year.
- 4.3 If the Township cancels, a complete refund will be provided to the renter.

**A-5 USER CATEGORIES**

- 5.1 The use of municipal facilities has been divided according to the following categories and priority of use:
  - Township programs and events
  - School Board programs and events\*
  - Minor Sports Users
  - Adult Sport Users
  - ADHOC User - Residents
  - ADHOC User - Non- residents

*\* For bookings during regular school week days from 8:00am to 4:00pm with exception for public skating, as per the Agreement between the Township and the School Boards (agreement to be developed and approval of Council to be obtained)*

**A-6 RENTAL RATES**

**Ice Rental Rates**

Please see the User Fee Schedule for all applicable rates.

## **APPENDIX “B”**

### **COMMUNITY FACILITIES AND MEETING ROOMS**

#### **B-1 REGULATIONS AND RESPONSIBILITIES**

- a) Each hour of rental/use shall include the necessary time to return the facility to its normal condition and to vacate the facility.
- b) A minimum of three (3) hours rental fee may be charge for rentals for which they are no rentals immediately prior to or after the activity when staff presence is required.
- c) Youth dances will need a minimum of six (6) adult supervisors. If the Township provides the supervision, the group will be charged the extra fees at the applicable staff wage rate.
- d) Community centres and meeting rooms shall be closed on municipal Statutory holidays as mentioned below:
  - Christmas Day
  - Boxing Day
  - New Year’s Day
  - Civic Day
  - Victoria Day
  - Good Friday
  - Easter Sunday and Monday
  - Canada Day
  - Labour Day
- e) The halls cannot be used for any funeral services or wakes but can be rented for gatherings after the funeral services.

For special request, the closure of a community centre or meeting room may be waived providing the user compensates the Township for additional staffing cost.

#### **B-2 APPLICATION PROCEDURE & RENTAL PAYMENTS**

##### **I. Seasonal Booking**

- a) Users may contact the Program Coordinator in the Department of Parks and Recreation at 613-443-1386 to obtain permits and inquire about facility availability.

##### **II. Occasional Booking**

- a) Allocations will be awarded on a first-come first-serve basis.

- b) Payment must be received within 30 days of contract date to secure the booking, and/or all reservation must be paid in full prior to the booking date.

**B-3 ALLOCATION PROCEDURES**

- a) The allocation will be awarded as per the user categories.
- b) The previous year's use will be utilized as a guideline for allocation
- c) If a permit, duly signed, is not returned prior to the due date, the hours may be offered to another group.
- d) To book individual hours, the user must sign a permit and make payments at the time of the booking.

**B-4 CANCELLATION AND REFUND GUIDELINES**

- a) If the user cancels more than 30 days prior to the event starting date, there will be a complete refund, minus an administration fee of \$20.
- b) If the user cancels less than 30 days or less prior to the special event, the Township will retain all monies paid.
- c) If the user wants to cancel at any time during the season, the Township will refund the full rental only if they can reschedule with a new user. If not, the permit holder will have to pay the full amount.

**B-5 EXEMPTIONS**

- a) The Canadian Blood Services, the Eastern Ontario Health Unit and the United Counties of Prescott-Russell are exempt from paying municipal facilities rental fees for the following events:
  - i. Blood donor clinics
  - ii. Immunization clinics
  - iii. Activities involving the municipalities of the United Counties of Prescott-Russell



- b) The rental of the Gaston R. Patenaude Hall located at the Town Hall at 717 Notre Dame Street in Embrun is limited to the exceptional usages for the following events and are exempt from paying municipal facilities rental fees:
  - i. United Counties of Prescott-Russell (UCPR) (public meetings and activities involving the municipalities of the UCP)
  - ii. Local Planning Appeal Tribunal (LPAT) meetings
  - iii. Assessment Review Board (ARB) meetings
  - iv. Remembrance Day ceremony
  - v. Flag Raising ceremonies (and gatherings prior to or immediately after)
  - vi. Ontario Provincial Police (OPP) meetings
  - vii. Service Ontario (staff training and interviews while they are a tenant of the building)
  
- c) Other exceptional requests for the rental of the Gaston R. Patenaude Hall may be approved by the Chief Administrative Officer (CAO) on a case by case review and will be charged the applicable fee as per Schedule A1 (Administrative Fees) of the User Fees and Charges By-law in effect.

**B-6 FACILITIES & RENTAL RATES**

Please see Schedule A9 from the User Fee By-Law for rates.

**B-7 USER CATEGORIES**

The use of community facilities/halls has been divided according to the following categories and priority of use:

**Category “A”**

- i. Township programs and events
- ii. School Board programs and events\*
- iii. Recognized community and recreation associations
- iv. Recognized organizations responsible for sport, cultural and social activities
- v. Affiliated local services or social clubs

\* For booking during regular school days from 8:00 a.m. to 4:00 p.m., as per the Agreement between the Township and the School Board (*agreement to be developed and approval of Council to be obtained*).

**Category “B”**

- a) Individual
- b) Utilization of the facility for personal, political, organization or monetary gain
- c) Religious Services
- d) Non-residents

## **APPENDIX “C”**

### **OUTDOOR FACILITIES**

#### **C-1 REGULATIONS & RESPONSIBILITIES**

##### **I. Baseball/ Softball Facilities**

For the above facilities, the Township will:

- a) Provide and maintain backstops, goal standards, minimal fencing, bleachers and benches, as appropriate;
- b) Maintain the sports fields and field surfaces by regularly cutting grass, controlling weeds, fertilizing, top dressing and seeding. Ball diamonds will be dragged as required a minimum of 2 times a week and as weather conditions permit;
- c) Be responsible for procuring and installing one (1) home plate, three (3) bases and one (1) pitcher’s rubber on all recognized diamonds. Any additional work requested from the Township may result in additional costs to the user;
- d) Provide lines, marking machine and material;
- e) Provide and maintain sports facility lighting (where applicable).

And the user will:

- a) Provide pitcher’s rubber and bases (if more than one is required);
- b) Provide responsible supervision for their own functions;
- c) Be responsible for ensuring the lights are turned off as soon as possible after a game or event but no later than 11:00pm.

##### **II. Tennis Court Facilities**

Municipal tennis courts programs have priority and general use shall be determined on a first come first served basis.

##### **III. General Park Use**

Users may contact the Program Coordinator in the Department of Parks and Recreation at 613-443-1386 to obtain permits and inquire about park availability and detail any special needs such as litter containers, picnic tables, etc. An administration fee of \$20 will be charged for the issuance of the permit and charges will be applied for supplies and equipment, (see Appendix D). Users utilizing a park without having first obtained a permit may be bumped by another user who holds an authorized permit.

##### **IV. Tournaments/ Special Events**

All tournaments and special events organizers shall be responsible for:

- a) Providing services such as portable washroom, marquee, snow fence, park clean up, marking equipment;
- b) Payment of the additional supplies and equipment, as described in Appendix D;
- c) Abiding by the Municipal Alcohol Policy, if alcohol is being served/sold with a Special Occasion permit.

**C-2 APPLICATION PROCEDURE**

- a) Users may contact the Program Coordinator in the Department of Parks and Recreation at 613-443-1386 to obtain permits and inquire about facility availability.
- b) Applications deadlines will be May 1st.

**C-3 ALLOCATION PROCEDURE**

- a) The allocation will be awarded as per the user categories.
- b) The previous year’s use will be utilizing as a guideline for allocation.
- c) If a permit, duly signed, is not returned prior to the due date, the hours may be offered to another group.
- d) To book individual hours, the user must sign a permit and make payment at the time of booking.

**C-4 SEASON DURATION**

Softball/Baseball: May 1 to October 15

Starting dates may vary depending on the weather and the condition of the fields.

**C-5 USER CATEGORIES**

The use of outdoor facilities has been divided according to the following categories and priority of use:

- a) Municipal programs
- b) Minor Sports Users
- c) Adult Sports Users
- d) Residents
- e) Non-residents

**C-6 RENTAL FEES AND PAYMENTS**

- a) The rental fees for seasonal, occasional and tournament bookings are based on costs per half hour with minimum booking time of one hour.
- b) Baseball and softball facilities

USER CATEGORY	LIT FACILITIES	UNLIT FACILITIES
Township programs/ Municipal Minor Sports Users	Please see Schedule A9 from the User Fee By-Law for rates.	

<b>Adult Sports Users/residents</b>	
<b>Non-residents</b>	

A surcharge per day will be applied when a booking party requests the use of change room/washroom facilities (where applicable).

- a) All permits must be signed, and full payment made prior to June 1<sup>st</sup> for tournaments and seasonal bookings.
- b) There are no additional costs for rescheduling the outdoor facilities due to inclement weather; however, the authorized personnel must be contacted for the next available date. If a rain date cannot be rescheduled a refund will be emitted.

**C-7 CANCELLATION AND REFUND GUIDELINES**

- a) If the user cancels a permit, no refund shall be applicable (except for seasonal rentals).

If the user cancels or requests alterations to a seasonal booking, an administration fee of \$20 shall be applicable.

## **APPENDIX “D”**

### **RUSSELL SPORTS DOME**

#### **D-1 APPLICATION PROCEDURE**

- a) Users may contact the Recreation Coordinator with the Department of Parks and Recreation at 613-443-6367 to inquire about facility availability.
- b) Field rental requests (including tournaments) must be submitted to the Recreation Coordinator by the following dates in order to receive priority for allocation:
  - a. Reservations for October 1<sup>st</sup> through April 30<sup>th</sup> – request form are required by April 30<sup>th</sup>.
  - b. Reservations for May 1<sup>st</sup> through September 30<sup>th</sup> – request form are required February 15<sup>th</sup>.
- c) Submitting field rental requests after these deadlines will result in a first-come, first-serve allocation and is subject to field availability.

#### **D-2 ALLOCATION PROCEDURE**

In order to allow for a diverse use of sports dome, the Recreation Department will make every attempt to accommodate the time preferences of all groups in a fair and equitable manner.

- a) Field allocation is granted in the following priority order based on the category of the user:
  1. Minor Sports Users: Russell Soccer Club, Russell Minor Football Association, Embrun Minor Baseball Association
  2. Adult Sports Users
  3. Any other community-based request
  4. Non-community-based youth organizations
  5. Non-community-based adult organizations
- b) In addition to the aforementioned priority order, the following criteria will be considered:
  1. Previous year’s use within the same category of users
  2. Optimal use of the facility
    - a. Full field vs 1/3
    - b. Number of hours requested for a given period

Where demand exceeds supply or to settle a dispute between equally qualifying user groups, one of the following processes may be used to allocate times:

1. Organize a meeting with users to facilitate dispute resolution and encourage collaborative solutions to facility allocations; and/or,

2. Utilize a model based on analysis of player/facility ratios within where equally qualifying groups apply for use of the same facility/times. If required, alternative quantitative methods may be used to support the allocations.

**D-3 RENTAL PAYMENTS**

- a) For Adult Sport users, full payment must be made prior to November 15<sup>th</sup> for the period from September to December, inclusively; and prior to February 15<sup>th</sup> for the period from January to April, inclusively. No exceptions to these timeframes will be entertained.
- b) For Minor Sports users, organizations will have to issue payment on a monthly basis on the first of each month. Contracts showing the monthly balances will be sent on a monthly basis by the Recreation Coordinator to ease this process. No exceptions to these timeframes will be entertained. Any payment received after 30 days will be subject to a late fee and the administration reserves the right to refuse access to the sports dome facilities.
- c) If the Township cancels the booking, a complete refund will be provided to the renter or an alternative date will be offered.

**D-4 FEES**

Please see the User Fee Schedule for all applicable rates.

**D-5 CANCELLATION AND REFUND GUIDELINES**

For all user groups, if you decide that you cannot use your assigned field time, you can request the Department of Parks and Recreation's assistance with filling your time slots in exchange for a refund for those hours. However, should the department be unable to re-book another user group for those hours, the original user group will still be responsible for those hours. At all times, a \$20 administrative fee will apply for each separate request. All requests should be made with at least 30 days advance notice. If it is within 30 days, the department will still consider the request. However, the administrative fee for these requests will be \$50. Please note that administrative fees will be deducted from the refund provided by the Township.

**APPENDIX “E”**

**SUPPLIES AND EQUIPMENT RENTAL FEES**

**Please see Schedule A9 from the User Fee By-Law for rates.**