



Title: Ice Rental Policy	Internal/External: External
Department: Recreation	Policy Number: RL-013
Approval Date: November 15, 2016	Implementation Date: November 15, 2016

## BACKGROUND

The Town of Paradise's Recreation and Leisure Services Department has identified the need to develop a policy as it relates to ice rental requests. As part of this policy the following are provided to increase accountability; rental agreement form, selection criteria, roles and responsibilities of staff and clearly defined guidelines.

## PURPOSE/OBJECTIVE

To provide both ice rental requesters and town staff of the Paradise Double Ice Complex a clearly defined process for requesting ice time.

## DEFINITIONS

### *Minor Hockey Association*

Groups affiliated with Paradise Minor Hockey Association

OR

Groups affiliated with another Minor Hockey Association (ex: CBRMH)

OR

Groups affiliated with Hockey NL and/or Hockey Canada

### *Skating Club Association*

Groups affiliated with Mount Pearl Paradise Skating Club

OR

Groups affiliated with another Skating Clubs (ex: CBS Skating Club)

OR

Groups affiliated with Skate NL and/or Skate Canada

### *Community Group*

A non-profit group that offers programs and services to meet the needs of the community

### *School*

A school within the jurisdiction of the Newfoundland and Labrador English or French School District.

OR

A hockey/skating program that is supported by a school within the jurisdiction of the Newfoundland and Labrador English or French School District

*Recreational*

A group or individual participating for recreational and/or leisure purposes in an unstructured program for personal satisfaction.

*Party*

A group or individual requesting for a private function in which the ice and Body Quest Wellness Centre will be utilized

*Private*

A group or individual requesting for a privately run program or service that is for profit

*Other*

A request that does not fall in one of the defined group classifications

*Prime Time Hours*

- The hours from 5:00pm – close from Monday to Friday and the hours from 8:00am – 8:00pm from Saturday to Sunday

*Paradise Double Ice Complex Seasons*

- Regular Season
  - The calendar days exclusive to the Tuesday following the Thanksgiving Day Holiday until the last Saturday in the month of April, following year.
- Spring/Summer Season
  - The calendar days exclusive to the last Sunday in the month of April until the Sunday before the Labour Day holiday in September of the same year.
- Early Fall Season
  - The calendar days exclusive to the Tuesday following the Labour Day holiday in September until the Sunday previous to the Thanksgiving holiday in October.

POLICY STATEMENT

The following guidelines should be followed when requesting ice time at the Paradise Double Ice Complex.

GUIDELINES AND PROCEDURES

*Time lines for ice time requests*

- Requests for the “Regular Season” must be submitted to reception by the last calendar day in May for the following “Regular Season”

- Requests for the “Spring/Summer Season” must be submitted to reception by the last calendar day in January for the following “Spring/Summer Season”
- Requests for the “Early Fall Season” must be submitted to Recreation Reception by the last calendar day in April for the following “Early Fall Season”

#### *Requesting ice time*

- All requests must be submitted to Recreation Reception
- All requestors for ice time will be required to complete an ice time request form. This form will include, but not be limited to, the following required information:
  - Date of request
  - Contact Information
  - Group classification; Minor Hockey Association, Skating Club Association, Community Group, School, Recreational, Party, Private and other
  - Day(s) and Time(s) requesting – requestor will have the opportunity to provide three (3) request options

#### *Processing request*

- Recreation Reception will process ALL requests for ice time once the necessary form is completed and will provide a response to the requestor within 4 weeks of the respected deadline.
- The Facility Manager in consultation with the Director will review and provide the necessary approval.
- Any requests received after the respected deadline will be reviewed and processed and the requestor will be notified when their request can be approved.
- Groups that currently or have in the past rented ice will need to complete an ice time request form with the exception of Paradise Minor Hockey Association, Mount Pearl Paradise Skating Club, Easter Seals, Avalon Sled Dogs, Paradise Men’s Recreational Hockey League and programs that have multi-year agreements.
- All Minor Hockey Associations, Skating Club Associations, Community Groups and Schools have first right of refusal of their ice time. Only then will prime time hours be available to private groups, in which ice time will be allotted based on a method determined most fair by the town.

#### *Criteria*

The following is an overview of the criteria that will be used in processing ice rental requests:

- Recreational and private requests are not eligible during “Prime Time Hours” in the “Regular Season”
- Priority in the “Regular Season” will be given to the following groups: Minor Hockey Associations, Skating Club Associations, Community Groups and Schools
- Private groups that request time will be considered where time slots are available.
- For the “Spring/Summer Season” requests will be reviewed and time will be allotted based on the following:
  - Maximum use of the facility
  - Previous renter for the “Spring/Summer Season”
  - Note: the same ice time as in the past cannot be guaranteed

- For the “Early Fall Season” requests will be reviewed and time will be allotted based on the following:
  - Maximum use of the facility
  - Previous renter for the “Early Fall Season”
  - Note: the same ice time as in the past cannot be guaranteed
- Minor Hockey, Skating Club Associations, Community Groups and Schools will automatically be offered the same days and times that were provided previously and will have first pick of any additional hours.
- Programs that are have multiyear agreements will be receive priority before private and recreational requests

## REVIEW

This policy may be subject to review following new knowledge or new experience.

Chief Administrative Officer: *Patrick C. Cunniff* Date: *Dec 15/18*