



# CITY OF MEADOW LAKE

## POLICY

<b>SECTION:</b>	Recreation	<b>NUMBER:</b> 500-15-002	<b>RESOLUTION:</b> 325/15, 158/18, 212/19, 030/20, 038/20, 233/20
<b>TITLE:</b>	Co-op Centre Policies & Rates <i>(Prev. Arena)</i>	<b>EFFECTIVE DATE:</b> June 22, 2015	
<b>ORIGIN/AUTHORITY:</b>	Council	<b>REVISED:</b> June 25, 2018, July 22, 2019, Feb 10, 2020, Feb 24, 2020, Sept 28, 2020, Mar 24 2025	
<b>DEPARTMENT:</b>	Parks, Office	<b>PAGES:</b> 7	

### **1. INTRODUCTION**

#### **1.1 Purpose:**

To provide policies and rates related to the Co-op Centre governing the management, operation and use of the facility.

#### **1.2 Authority:**

This policy replaces and supersedes all policies and resolutions previously passed by the Parks and Recreation Board as they relate to the Meadow Lake Arena. Where there is any conflict between this policy and prior resolutions, this policy shall be followed.

#### **1.3 Definitions:**

- a) "Adult": shall mean those aged 18 and over.
- b) "City": shall mean the City of Meadow Lake, including all persons employed by the City.
- c) "Event": any organized gathering or activity, regardless of size, intended to bring individuals or groups together for a specific purpose, including both private (e.g., weddings, parties) and public (e.g., conferences, festivals) events, whether formal or informal.
- d) "Ice Surface": refers to the area covered by ice during the winter months, as well as the concrete pad beneath it when the ice has been removed, typically during the summer season.
- e) "Municipally Owned Parking Lot": shall mean any parking lot located within the municipal bounds and owned by the City of Meadow Lake. For the sake of this policy, this definition shall apply to the parking areas of the Co-op Centre.
- f) "Non-prime Time": shall be the hours between 7:00 a.m. to 4:00 p.m., and 10:00 p.m. to 12:00 a.m. Monday to Friday and 7:00 a.m. to 9:00 a.m. on weekends, excluding statutory holidays.

- g) "Outside Food": refers to any food or beverage items that are not purchased at the Co-op Centre while the concession is operable as dictated by the concession lease agreement.
- h) "Caterer-kitchen": shall refer to the space within Legacy Hall which is equipped with equipment essential for chilling, heating and plating of catered or pre-prepared meals.
- i) "Prime Time": shall be the hours between 4:00 p.m. to 10:00 p.m. Monday to Friday and 9:00 a.m. to 10:00 p.m. on weekends.
- j) "Recreational Vehicle": means a portable structure designed and built to be carried on or towed by a vehicle, or a unit designed and built to be transported on its own wheels, to provide temporary living accommodation for travel and recreational purposes and includes but is not limited to such vehicles as a motor home, camper, travel trailer, tent trailer or boat.
- k) "Renter": refers to an individual, group, organization, or business that rents or books space within the facility for a designated time. This can involve using the space for activities like recreation, events, classes, or meetings.
- l) "Youth": shall mean those aged 17 and under. For booking rates, youth is defined as groups whose membership, excluding coaches, is primarily made of youth participants. This includes schools and child-care organizations.

## **2. SPECIFIC REGULATIONS**

### **2.1 Co-op Centre General Regulations:**

1. Any individual found defacing or damaging the facility or grounds in any way may be banned and will be liable for the damage incurred. For those who are under the age of 18, parent(s) or guardians will be financially liable.
2. The terms of the concession booth lease shall apply to all renters within the Co-op Centre whenever such a lease is in place. Under this lease, the concession booth shall be operated by the lessee and any renter of the facility shall not be permitted to sell or distribute any type of food or beverage without making prior written arrangement with the lessee.
3. No outside food will be allowed in the following locations of the facility when the Concession Booth is open for business:
  - a) Lobby;
  - b) Second floor crush space;
  - c) Upper concourse; and
  - d) Arena seating areas
4. If a maintenance function is required, requests for service can be directed to the Parks and Recreation Foreman (or delegate).
5. All animals are prohibited from city owned indoor recreation facilities except those required for medical reasons; such as certified service dogs. Exceptions may be made where animals are part of special events. In these cases, written approval must be secured from the Parks and Recreation Manager (or delegate) at the time of the facility booking.
6. The following regulations shall come into effect at the time of this policy being adopted by Council and shall apply to the parking areas of the Co-op Centre. Fines will be issued under Traffic Bylaw no. 5/2015 and vehicles may be subject to impoundment:
  - a) No person shall park a vehicle within the municipally owned parking lot for a period exceeding twenty-four (24) consecutive hours without written authorization of the Parks and Recreation Manager (or delegate). Written authorization must be displayed clearly on the dash of the vehicle so it may be viewed through the front windshield;

- b) Unattended vehicles are not permitted in fire lanes at any time;
  - c) No unregistered vehicle or trailer shall be parked at any time on any municipally owned parking lot;
  - d) A recreational vehicle shall not be occupied as temporary overnight sleeping accommodations while parked on any municipally owned parking lot, without written permission from the Parks and Recreation Manager (or delegate);
7. Permitted vehicle weights shall be subject to signage posted within the parking lot of the Co-op Centre. In special cases where weights are over the posted limits, but the vehicle or equipment is required for an event, the City Manager must be contacted to approve or deny the request of access to the parking lot.
  8. Rental of City facilities will not be given free of charge, other than as provided in Policy 200-76-001, *Charitable Donations*.
  9. No alcoholic beverages are permitted outside designated areas during functions for which the proper permits have been obtained.
  10. No disorderly conduct will be tolerated.
  11. Smoking and vaping will not be permitted within the facility and will only be permitted in designated areas outside the facility a minimum of 5 metres from doorways.

## **2.2 InnovationPlex Fieldhouse Specific Regulations:**

1. Drop-in users must pay at the front desk prior to entering the fieldhouse and must wear the provided wristband upon payment.
2. If staff have confirmed that a group is not following drop-in procedures, the group will be charged the booking rental rates as per the current rates and fees schedule.
3. The court can be divided into three sections having separate uses. Renters will be scheduled and may be moved as necessary.
4. User groups must clean up the court, turf, track and dressing rooms after use by picking up any garbage, tape, etc., so that it is ready for the next group.

## **2.3 Ice Surface Specific Regulations:**

1. Renters of the ice surface are required to vacate the facility within 50 minutes of the expiration of the ice rental time, or an additional hourly fee shall be applied.
2. When flooding is done between the scheduled times of two different rentals, the preceding group will leave the ice 5 minutes before the end of their scheduled ice time and the next group will wait until 5 minutes after the start of their scheduled ice time to allow 10 minutes for flooding.
3. Hockey pucks approved by Hockey Canada are the recommended pucks for use in the arena. Any renters found using pucks not recommended by Hockey Canada which result in broken glass, or other damages, will be dealt with on a case-by-case basis by the Parks and Recreation Foreman.

## **2.4 Ice Surface Specific Rules:**

In addition to the above regulations, the following rules apply to all persons within the arena area of the Co-op Centre. Failure to comply may result in eviction and refusal of future entry.

1. No sunflower seeds.
2. No food will be permitted on the ice surface or player boxes while the ice is installed.
3. No spitting.
4. Skates are only permitted to be worn within designated areas, which include:
  - a) dressing rooms;
  - b) vestibules and corridors between the ice surface and dressing rooms, utilizing the most direct route to or from the ice surface;
  - c) ice surface;

- d) penalty box; and
  - e) player boxes
5. No roller blades or roller shoes allowed anywhere in the arena other than the ice surface during roller hockey.
  6. No walking, standing, climbing or jumping on the seats or the rink boards.
  7. No one is allowed on the ice until all machinery and arena personnel are off the ice.
  8. All hockey, figure skating and other activities must be properly supervised by an adult.

## **2.5 General Usage, Compliance and Booking Conditions**

1. Bookings- All assigned or booked hours must be used only by the individual, team, group or organization that has booked these hours. Renters are not permitted to sublet.
2. Damages to the Facility- each renter must ensure that appropriate supervision and security is provided while utilizing the facility. Renters must hold the applicable licenses and insurance coverage. Repair or replacement costs for damages resulting from failure to follow this Policy will be the renter's financial responsibility. All vandalism, damages and/or excessive disarray issues found during or after use may result in the following:
  - a) Removal or suspension from the facility;
  - b) Financial responsibility for actual cleaning/replacement/repair costs plus an administration charge billed to the renter;
  - c) Cancellation of current and future rental contracts; and
  - d) Report of damages to the Meadow Lake RCMP for further prosecution.
3. Safety and Contact Information- Parks and Recreation will post signage to reflect current safety practices and contact information.
4. Non-Compliance with Policy:
  - a) Step 1 - If a user is observed to not be following the policy and guidelines, the user will be advised and reminded of the policy and guidelines.
  - b) Step 2 - If the user fails to comply after the reminder, their booking will be suspended, and the user will be asked to leave the facility immediately without the reimbursement of their fees.
  - c) Step 3 - If the user fails to leave the facility, the Parks and Recreation Foreman or Manager will be contacted and an Incident Report will be filed. At the discretion of the Parks and Recreation Foreman or Parks and Recreation Manager, this will be deemed as trespassing and the RCMP may be contacted. Additionally, an investigation will commence to determine if the user will be banned from entering the facility in the future.
5. Bookings may be subject to cancellation with little to no notice in the event the facility is required for emergency management operations, in which case the renter will receive a full refund.

## **2.6 Executive Dressing Rooms**

1. The City may, at its discretion, grant the annual dedicated use of the Executive Dressing Rooms to teams subject to the following conditions:
  - a) The teams must be members of a registered league, who rents ice in the Co-op Centre on a regular basis;
  - b) Each team will be responsible for the routine cleaning, maintenance and repairs of the dressing room during the term of their use;
  - c) The City will retain the right to enter the dressing room at all times; and
  - d) The team may propose and undertake upgrades to the dressing room only with the City's prior written agreement, with the understanding that improvements of any sort will not create any obligation on the City's part to guarantee the future exclusive use of the space to any team. Any such improvements will remain with the building at the end of or termination of the agreement.

2. The Parks and Recreation Manager is authorized to enter into written agreements for the use of the Executive Dressing Rooms. If there is a dispute regarding the agreement, or two or more organizations submit requests for a use agreement, the Parks and Recreation Manager's decision shall be final. When determining the assignment of such an agreement, the Parks and Recreation Manager shall consider the past use of the facility, the amount of ice time proposed to be used by each team, and overall community benefit.

### **3. BOOKING AND RATE POLICIES**

#### **3.1 Rates, Fees & Booking Policies:**

1. The Rental Rates for the Co-op Centre are set out in Appendix "A" of this Policy and may be updated from time to time by resolution of Council.
2. The Co-op Centre will normally be closed on all statutory holidays. Therefore, any bookings requiring staff will not be permitted on statutory holidays except by special arrangement approved in advance by the Parks and Recreation Manager. Additional charges may apply.
3. There is no guaranteed ice time for any organization using the Co-op Centre. However, in general priority will be given to minor sports over adult users when considering rental requests. Where possible, the City will aim to maintain established renters in their historically used ice times. The City reserves the right to make schedule adjustments to accommodate new renters. Should an established renter cease to operate for a full ice season year, they will forfeit all claim to their historically used ice time in subsequent years.
4. A new organization requesting regular ice time must meet an identified need in the community which is not being provided by any of the existing organizations. The ice request will be reviewed by the Parks and Recreation Manager in consultation with the City Manager and ice allocation will be granted at the City's discretion if the proposal demonstrates existing users will not be adversely affected. This decision may be appealed to City Council, and City Administration may also forward any application to Council for final review and approval. In either case, Council's decision shall be final.
5. On an annual basis, municipal staff will organize a meeting with key ice facility stakeholders and users to review, define or confirm the City's ice season, hours of operation, facility closures, prime and non-prime time hour definitions and to review the regular booking and major event requests.
6. Should a scheduling conflict for a specific date or time slot arise, the City will encourage renters to resolve conflicts between themselves as a first step. If this is not successful, the renters involved will be requested to submit the reason for their requirement of the ice time in conflict to the City in writing. The City will review the requests in consideration of the following factors:
  - a) The renters' historical ice allocation;
  - b) The degree to which other requests for ice time by the groups have been met;
  - c) League or association requirements of the groups involved; and
  - d) Any other applicable City policies.
7. The City's decision on a scheduling matter may be appealed to Council, and Council's decision shall be binding.
8. All bookings will require a signed and complete rental agreement to be secured.
9. All regularly scheduled renters of the Co-op Centre are required to provide seven (7) days written notice of ice time cancellation to avoid being charged for the time except if cancellation is due to inclement weather; in which case the required time period is waived. In such cases, written notice must be given to the City within three business days after the cancellation. If no notice is received, the group will be billed regardless of actual use.
10. Where cancellations are initiated by the City due to unforeseen maintenance requirements or emergencies, the renter will not be billed for any lost time.
11. Ice time is not to be sold or sublet by renters. Renters may transfer their booked time to another user only after consultation with and authorization from the City.

12. Organizations hosting an adult multi-day hockey tournament must submit a booking fee of 75% of the full rental cost within 30 days of making the booking. This deposit is not refundable if the ice time is cancelled less than 60 days prior to the allocated dates, if the ice time cannot be rented to someone else.
13. The daily rentals rates within the facility shall include up to 16 person hours of cleaning for the facility, parking lot and grounds. Any additional cleaning required shall be charged to the renter at the current rate.
14. Where a facility key has been issued, the key must be returned no later than 4:00 pm on the first business day following the rental, or the daily late key charge will be applied.

#### **Appendix "A" – Co-op Centre Rental Rates**

All rates subject to GST unless otherwise noted.

<b>Winter (Ice)</b>		
Prime Time: Adult (18+)	\$160.00/hr	
Prime Time: Youth	\$120.00/hr	
Non-prime Time: Adult (18+)	\$120.00/hr	
Non-prime Time: Youth	\$80.00/hr	
Drop-in Rate	\$4.00	
Summer Hockey School	Negotiated	
Curling Tournaments	Negotiated	
Booking Fee (Event)	50% of full rental cost	No GST
Damage Deposit (Event)	\$400.00/event	No GST
Full Day Event Rental (4+ hours)	\$1,000. 00/day	
Ice Surface Covering Install	\$1500.00/event	
<b>Summer (Non-Ice)</b>		
Booking Fee (Event)	50% of full rental cost	No GST
Damage Deposit (Event)	\$400.00/event	No GST
Youth Event	\$400.00/day	
Full Day Event Rental (4+ hours)	\$800.00/day	
Prime Time: Adult (18+)	\$40.00/hr	
Prime Time : Youth	\$30.00/hr	
Non-prime Time: Adult (18+)	\$30.00/hr	
Non-prime Time: Youth	\$20.00/hr	
Tables and Chairs Set Up (add to base rent)	\$200.00/event	
Bring Dirt in and Out (add to base rent)	Negotiated	
<b>InnovationPlex Fieldhouse</b>		
Booking Fee (Event)	50% of full rental cost	No GST
Damage Deposit (Event)	\$400.00/event	No GST
Individual Court	\$40.00/hr	Exclusive Use of Court
Full Court (3 individual courts combined)	\$100.00/hr	Exclusive Use of Courts
Indoor Track	\$40.00/hr	Exclusive Use of Track
Full Day Rental (4+ hours)	\$1000.00/day	Exclusive Use of InnovationPlex
Drop In Rate	\$4.00/hr	
Full Fieldhouse	\$200.00/hr	Exclusive Use of Fieldhouse
Turf Removal/Install	\$1,500.00/event	
Tables and Chairs Set Up (add to base rent)	\$200.00/event	
<b>Birthday Party Add Ons</b>		
Small Inflatable	\$40.00/event	

Large Inflatable	\$60.00/event	
Meeting Space	\$30.00/event	
<b>Legacy Hall Event Centre</b>		
Booking Fee (Event)	50% of full rental cost	No GST
Damage Deposit (Event)	\$400.00/event	No GST
Full Day Rental (4+ hours)	\$800.00/day	
Meeting (3 hours or less; no food)	\$150.00/event	
Stage Removal	\$100.00/event	
Tables and Chairs Set Up (add to base rent)	\$200.00/event	
<b>Other</b>		
Extra Clean Up	\$200.00/hr	
Studio Room	\$30.00/hr	
VIP Lounge (during non-game times)	\$30.00/hr	
Late Key Charge	\$25.00/day	