



Council Policy #39

RECREATIONAL FACILITY ALLOCATION POLICY

Approved by Council Resolution # 20/02/07

1. PURPOSE:

To establish the process for allocating and administering recreational spaces controlled by the City of Beaumont. To ensure City of Beaumont facilities are utilized to their fullest extent.

2. POLICY STATEMENT:

This policy will ensure that the City of Beaumont provides equitable access to facilities for City of Beaumont Programs, User Groups, Community Volunteer Organizations, and any other organization/company to continue their development of social, physical, cultural, health and wellness. This policy will outline the facility included, priorities, process and general guidelines.

A review of this policy will occur on the earliest of the following:

- At the request of Council;
- As recommended by the Sport Recreation and Culture Advisory Committee;
- On a three (3) year annual term.

Definitions

Adult: Refers to a user or user groups with majority (70%+) membership at age 18 or over on December 31 of the current year.

CVO: Refers to Community Volunteer Organizations, which are the local not-for-profit organizations run by volunteers from the community.

Local: Refers to a user or user group with seventy percent (70%) or more of their membership comprised of Beaumont residents.

Local Event: An event not hosted by the City of Beaumont. Local events are subject to additional approval based on the nature of the event and the facility requested.

Non-Local: Refers to a user or user group with less than seventy percent (70%) who are residents of Beaumont.

Youth: Refers to user or user groups with a majority (70%) membership at age 17 or under on December 31 of the current year.

3. SCOPE/APPLICATION:

This policy applies to any one person or group that will be booking facility spaces on a seasonal or annual basis.

Facilities included in this policy:

Beaumont Sport and Recreation Centre

- Ice
- Pool
- Fieldhouse
- Gymnasium
- Multipurpose rooms

Ken Nichol Regional Recreation Centre

- Ice
- Off season dry ice pad
- Multipurpose room

Beaumont Community Centre

- Halls
- Multipurpose rooms

Beaumont Sport Fields

- Ball Diamonds
- Soccer fields
- Football fields

Priorities:

Scheduling the use and access to the City of Beaumont facilities will be done according to the following priorities:

City of Beaumont Events & Programs

Local Public Events

Local Minor Non-Profit & Local Schools, Church Youth Group

Local Adult Non-Profit & Churches

Local Minor (For profit)

Local Adult (For profit)

Non-Local Minor (For profit or not for profit)

Non-Local Adult (For profit or not for profit)

In the event of a conflict with the above priorities, the following information will be used. If the conflict has both user groups as equals, the user group with the greatest membership/total number of registered participants will receive the booking.

User groups who wish to appeal the outcome of the allocation process may make a written submission outlining their group's concerns to the Director of Community Services.

Historical bookings - Previous year's usage at City of Beaumont facilities will be used; cancelled or unused bookings will not be included in this number.

Registration numbers – Groups may submit previous season's registration numbers.

Process:

City of Beaumont Booking Clerk will notify groups of annual and seasonal timelines for allocation requests.

Allocation requests will be staggered for separate areas (ice, pool, multipurpose rooms, etc).

The booking clerk will provide annual rental contract including schedule for each user group with terms and conditions. All groups must have rental contract and terms and conditions signed and returned prior to their season start.

Allocation for the winter season (September 1 – April 30) will be completed by June annually.

Allocation for the summer season (May 1 – August 31) will be completed by February annually.

Allocation for the Sport Fields (May 15 – September 30) will be completed by March annually. Dates are subject to change based on weather.

All (non-local) events requesting time in advance of Allocation timelines will need to be confirmed with local minor non-profit and local adult non-profit groups prior to when a special event booking is made. Subject to Director Approval.

General Guidelines:

- User groups and Community Volunteer Organizations will be required to provide registration numbers and residency percentage of their members.
- Request for special events are to be submitted with annual allocation request.
- All groups are responsible for SOCAN and Re:SOUND fees for their activities.
- All groups are required to provide liability insurance naming City of Beaumont as additional insured.
- Rental fees will be approved annually by Council according to the FEES and CHARGES Bylaw.
- Cancellation of allocated sport space must be done 14 days in advance. Less than 14 days' notice will result in full charges if the City cannot rent the space.
- Cancellations by the City will not result in the User Group being charged. The City will rebook the affected User Group(s) in as soon as possible. If a mutual date and time cannot be met within the same month, the User Group will be credited the amount of the booking(s) on the following monthly invoice.
- The City will inform all user groups as soon as possible of any cancellations. Due to the nature of some cancellations, the above timelines may not be able to be maintained.

- User Groups are to bring their contracts with them to their bookings in the event of conflicts. User groups with the contract will be given priority.
- Play-off ice (February 15 – March 30) may be cancelled without charge if a team is eliminated from play; the Facility Booking Clerk must receive written request to cancel ice due to elimination within 72 hours of team elimination.

4. AUTHORITY/RESPONSIBILITY TO IMPLEMENT

Community Services Director or designate shall be responsible for ensuring the effective administration of this Policy.

Policy Record

Adopted by Council: February 11, 2020

Council Resolution: # 20/02/07

Cross Reference: City of Beaumont Fees & Charges Bylaw, *Municipal Government Act* Section 153(b)

Administrative Responsibility: Director, Community Services

Next Review Date: February, 2023