



## Recreational Facility Allocation Package

Please read and complete entire package prior to sending back to Facilities Bookings. Instructions on how to fill out the forms are listed below. If you have any questions, please contact administration at [facility.bookings@beaumont.ab.ca](mailto:facility.bookings@beaumont.ab.ca)

### Instructions:

### Organization Contact Information for Allocation of Recreational Facilities

#### 1. Organization Information

- List the name of your organization that you are applying for allocation, please include full name not abbreviations.
- List the mailing address and postal code for the organization
- Provide two contacts' for your organization who will be the direct contact between City Administration and your organization
- Is your Organization Non-Profit or Profit?
  - Non-Profit is an organization with a registered society or recognized community group
  - Profit, your organization looks to profit from the activity

#### 2. Organization Registrations

- 2023-2024 Participants – state expected or current # of registrants for the upcoming allocation period
- 2022-2023 Participants - state the past number of registrants for the same period last year
- Difference between years - subtract the expected participants from the previous season to see if there is an increase or decrease in the number of participations

#### 3. In-season or Off-season

- In-season is considered when most games and practices occur
- Off-season - is considered where most time is spent on development and practices building up to in season

#### 4. Local or Non-Local Participants

- State if your organization is local or non-local
  - Local users must have seventy percent (70%) or more of membership comprised of Beaumont citizens, or are within the Beaumont area
  - The City of Beaumont reserves the right to request membership lists
  - Calculated by the number of identified members defined as local divided by the total number of members

#### 5. Minor or Adult Organizations

- State if your organization is Minor or Adult
  - Seventy percent (70%) of the membership/participants are seventeen (17) years old or younger

## **Allocation Request Form**

Fill out the date in the top left corner that the form is submitted

Fill out the Organization Name and the Main Contact at the top of the sheet.

Fill out the Start Date and End Date for the needed times for the facility for each day of the week.

If you have various start and end dates that are different from most of the season, please fill out a separate form for that specific period. For example, dates for tryouts and preseason will be different from season use.

Beside each location, please list as accurately as possible the times needed. Enter a Start Time and an End Time. Times can be broken up into different segments by spacing over.

If any further detailed information needs to be provided, please add it to the notes and comments section

Please complete the allocation form by initialing/signing the document, listing your role with the organization, user organization, and date.

Please submit on or before the deadline date to [facility.bookings@beaumont.ab.ca](mailto:facility.bookings@beaumont.ab.ca)

## **Tournament or Special Event Request**

Please fill out a separate request for each special event.

Answer the following questions:

Event Name/ What Is It

Event Dates

Start and Ends Times for each day.

Number of games per day.

Number of Teams Participating

All locations required. (Arenas, specific fields, lobby, warmup areas)

Number of Tables and Chairs

Other equipment needed (systems, trash cans, picnic tables)

Additional questions regarding alcohol, vendors, and outdoor events. – Examples of vendor could include vendors selling merchandise, food trucks, or beer garden.

Please complete the Tournament or Special Event form

Representative signature/initial

Role in Organization

User Group Name

Date Completed

### **Submission of forms:**

Please submit all forms by the deadline for the facility and allocation period to:

[facility.bookings@beaumont.ab.ca](mailto:facility.bookings@beaumont.ab.ca)

## Group Contact Information

All groups requesting space through the allocation process must provide the following information with their requests.

### 1. Organization Information

Name of Organization:	
Address:	

Main Contact Name:	
Main Contact Email:	
Main Contact: Phone	
Secondary Contact:	
Secondary Contact Email:	
Secondary Contact: Phone	

Are you a Registered Non-profit Organization	
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### 2. Organization Registrations

2023-2024 Participants	
2022-2023 Participants	
Difference between years	
Percentage increase or decrease	

### 3. In-Season / Out of Season

In-season or Out-of-Season:	
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### 4. Local or Non-Local Participants

% Of identified members who are residents of Beaumont	
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### 5. Minor or Adult Organization

Minor or Adult Focused Organization	
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## MPR/Hall Allocation Request

<b>Request Date:</b>	<b>Spring/Summer</b> (May 1-August 31)	KNRRC	CCBCC	BSRC	<b>Deadline:</b> December 1st 11:59 p.m.
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**\*\*\*Please submit separate forms for each season\*\*\***

<b>Organization:</b>	<b>Main Email:</b>
<i>List date range and all time requests below. Attach a separate list of times if more space is required.</i>	

### Main Season

	Start Date	End Date	Start Time	End Time	Room # / Name	Room # / Name	Room Abbreviations
<b>Monday</b>							KNB <sub>1</sub> KNRRC Banquet Rm
							KNS <sub>1</sub> KNRRC Small Meeting Rm
							BR 1 <sub>1</sub> CCBCC Breakout Rm #1
<b>Tuesday</b>							BR 2 <sub>1</sub> CCBCC Breakout Rm #2
							BR 3 <sub>1</sub> CCBCC Breakout Rm #3
							BR 4 <sub>1</sub> CCBCC Breakout Rm #4
<b>Wednesday</b>							BR D1/2 <sub>1</sub> CCBCC Double Breakout Rm #1/2
							BR D3/4 <sub>1</sub> CCBCC Double Breakout Rm #3/4
							CCMR <sub>1</sub> CCBCC Community Meeting Rm
<b>Thursday</b>							CBR <sub>1</sub> CCBCC Boardroom
							FH <sub>1</sub> CCBCC Full Hall
							LRGH <sub>1</sub> CCBCC Large Hall
<b>Friday</b>							SMH <sub>1</sub> CCBCC Small Hall
							EVR <sub>1</sub> BSRC Event Rm
							213 <sub>1</sub> BSRC Rm #213
<b>Saturday</b>							215A <sub>1</sub> BSRC Rm #215A
							215B <sub>1</sub> BSRC Rm #215B
							215F <sub>1</sub> BSRC Full Rm #215 A/B
<b>Sunday</b>							

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*User Group Signature*

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*Role*

\_\_\_\_\_

*User Group Printed Name*

\_\_\_\_\_

*Date*

# MPR/Hall Tournament or Special Event Request

<b>Request Date:</b>	<b>Spring/Summer</b> (May 1-August 31)	KNRRC	CCBCC	BSRC	<b>Deadline:</b> <b>December 1st</b> <b>11:59 p.m.</b>
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**\*\*\*Please submit separate forms for each event\*\*\***

<b>Organization:</b>	<b>Main Email:</b>
<b>Main Contact:</b>	<b>Main Contact Phone:</b>

Event Name/Type:			
Event Dates:			
Start Time/End Time/Per Day:			
Number of Games:			
Number of Teams/Participants:			
All Locations Required: (Rooms, Arenas-How Many, Lobbies, Etc.)			
Number of Tables:		Number of Chairs:	
Other Equipment Requested:			

**\*\* tables/chairs are subject to availability \*\***

Alcohol:	Yes	No
Vendors:	Yes	No
Outdoor Events:	Yes	No

User groups and CVO's will be required to provide registration numbers and residency percentage of their members.

Requests for special events are to be submitted with the annual allocation request on a separate form.

All groups are responsible for SOCAN and RESOUND fees for their activities.

All groups are required to provide liability insurance naming the City of Beaumont as an additional insured at the time the allocation request is made.

Rental fees will be approved annually by council according to the fees and charges bylaw.

Personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the administration and management of the City of Beaumont's Recreation Facility bookings. If you have any questions about the collection or use of your personal information, contact the City of Beaumont's FOIP Coordinator at 5600-49th Street, Beaumont, Alberta, T4X 1A1 or 780.929.8782.

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*User Group Signature*

\_\_\_\_\_  
*Role*

\_\_\_\_\_  
*User Group Printed Name*

\_\_\_\_\_  
*Date*