



TOWN OF THREE HILLS

POLICY # 460

THREE HILLS CENTENNIAL PLACE ARENA COLD ZONE RENTAL POLICY

Adopted by Council on: **November 12, 2019**

Resolution No.: **492-19**

1. PURPOSE

- 1.1. The purpose of this policy is to establish a standard policy regarding rentals at the Three Hills Centennial Place Arena Cold Zone. This policy does not include rentals pertaining to any of the meeting rooms within the facility.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the development and implementation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2. In this policy, unless the context otherwise requires:
 - 3.2.1. “Arena” shall mean the Three Hills Centennial Place Arena Cold Zone.
 - 3.2.2. “CAO” shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
 - 3.2.3. “Contractor” shall mean the party contracted to operate and maintain the Centennial Place Arena Cold Zone.
 - 3.2.4. “Council” shall mean the body of elected representatives who govern the Town.
 - 3.2.5. “Insurance” shall mean a form of protection from any possible financial loss.
 - 3.2.6. “One-time use” shall mean a person or organization that rents by way of agreement on a non-reoccurring basis.
 - 3.2.7. “Reoccurring” shall mean a person or organization that rents the facility on an ongoing basis.
 - 3.2.8. “Renter” shall mean a person or organization that holds or has the use of the Centennial Place Arena by way of a rental agreement.

3.2.9. “Town” shall mean the Town of Three Hills.

4. POLICY

4.1. General Rental Conditions

- 4.1.1. All rental booking shall be booked through the Contractor and/or Town.
- 4.1.2. Renters must sign the rental agreement prior to utilizing the ice surface (Winter months) or dry surface (Summer months).
- 4.1.3. The Renter is responsible for ensuring that all minors are wearing CSA approved helmets.
- 4.1.4. All Teams shall leave the playing surface promptly to ensure schedules are followed.
- 4.1.5. The Renter shall ensure that the dressing rooms are empty within half an hour after your assigned time schedule.
- 4.1.6. The Renter must ensure that there is adult supervision at all times on the playing surface and in dressing rooms.
- 4.1.7. The Renter shall be responsible for all damages caused to the building; reasonable wear and tear will be considered. This may include any and all teams that the Renter shall play against on your assigned time schedule.
- 4.1.8. All consumption of alcohol within the Arena is prohibited unless a valid liquor license is obtained and approved.
- 4.1.9. The Town has a zero tolerance for verbal or physical abuse of an official. The Contractor will ask Individuals to leave the Arena who are acting unprofessional and engage in abuse towards an official.

4.2. Rental of Ice Surface

- 4.2.1. Renters shall ensure that all members remain off the ice during ice resurfacing and shall not go on the ice until the resurfacing has been completed. Any violation of this clause will result in the Contractors to leave the ice surface incomplete.

4.3. Insurance

- 4.3.1. Recurring Renters shall be responsible to have insurance that assumes full liability for any accident that may occur in connection with the rental of the ice. The Town may request to see proof of insurance from the renter.
- 4.3.2. One-time use renters may be asked to obtain insurance depending on the severity of the event at the discretion of the Contractor and/or CAO.

4.4. Cancellation of Weekly Scheduled Practices

- 4.4.1. Parties cancelling a weekly scheduled practice shall provide the Contractor one (1) weeks’ notice.

4.5. Cancellation of Scheduled Hockey Game

4.5.1. Parties cancelling a scheduled hockey game shall provide the Contractor with seventy-two (72) hours' notice unless the cancellation is a result of poor weather conditions or minor hockey tiering schedule changes.

4.6. Other

4.6.1. For any other reason not specified in this policy, cancellation of Arena rental shall require payment in full.

5. PRIOR POLICY

5.1. Policy No. 087 is hereby repealed effective upon the passing of this Policy.