



Policy number: P2022-01		
FACILITY USER'S	Authorised by: Village Council Signature:	Date: 2022-03-17 Date Revised: Date Effective: Date to be Reviewed:

1.0 PURPOSE

The Village deems it necessary to make a policy governing the management, maintenance, improvement, operation, control and use of these properties and facilities to ensure equal opportunity for organizations and community members to utilize these recreational facilities.

2.0 GENERAL POLICY

2.1 All bookings must be arranged by a person(s) of the legal age of 18 years by contacting the Village Office and by completing a rental agreement. This can be done by email cao@villageofalliance.ca or in person.

2.2 Changes to booking must be received by the Village Office with a minimum of three (3) days notice of the rental date. Failure to observe this timeline will result in the user being charged the full cost of the rental.

2.3 The Village of Alliance (“The Village”) reserves the right to cancel or amend booking in advance of the rental date should special circumstances arise. In these circumstances, a full credit or refund will be made to the user or alternate date(s) may be provided where possible.

2.4 The user shall:

2.4.1 be responsible for the actions and safety of those who use the facility during the time of rental;

2.4.2 pay for the reasonable costs of any damage caused to the facilities by their actions or the actions of those who use the facility during the time of rental and report any facility damage and/or any potentially dangerous situations to the Village Office;

2.4.3 take reasonable steps to ensure that no unauthorized persons enter the facility during the time of the rental;

2.4.4 ensure that an adult is present at the facility during the activity or event when the facility is being used by the persons under the legal age of 18 years;

2.4.5 abide by all building and fire regulations and any other safety regulations;

2.4.6 join a Village representative at the facility to inspect and fill the Facility Inspection form. Agreeing to leave the facility in the same state as it was during inspection;



2.4.7 provide a copy of their Special Event License to the Village Office before event. Application form available at <https://aglc.ca/event-licence/> (Take note that the license approval process can take up to one to three months.)

2.5 Rentals may be cancelled at any time with no further obligation on the part of the Village of Alliance if, in the opinion of the Village, the conduct of those using the facility is not satisfactory.

2.6 Each party shall indemnify and save harmless the other party from and against all actions, causes of action, suits, demands, payments, judgments or settlements including solicitor costs which arise from their use or the use of the facility, except where such actions arise from the negligence of the other party.

2.7 Organizations renting facility space through the Village are required to obtain and provide to the Village a copy of general liability insurance of not less than two million dollars (\$2,000,000) per occurrence and such insurance shall include the Village as an additional insured. This insurance must not have a participant's exclusion.

2.8 Alcoholic beverages are not permitted in any facility unless specifically approved in writing and subject to compliance with application regulations. Tobacco, vapes and marijuana products are not permitted in any facility.

2.9 No user may transfer, assign, or sublet their interest in a Village facility without the written consent of the Village.

2.10 The Village reserves the right to approve or deny concession usage, including food and beverage privileges.

2.11 The user assumes all responsibility for any goods, materials or personal effects that may be placed in storage or lost and found with the Village before, during, or after the rental period.

2.12 The Village shall provide access to the facility on the rental date at the specific time and shall close the facility at the end of the event. In case of overtime usage, see point 5.3.

3.0 RATES, FEES & BOOKING POLICIES

3.1 The facility rental fees for usages of the Village facilities are detailed in the most current Village of Alliance - Fees and Charges Bylaw.

3.2 Booking can be cancelled without penalty if done so in writing to the Village office before 3:00 pm of the deadline day.

3.2.1 10 days in advance for Special Events (i.e., October 11th booking cancelled October 1st)

3.2.2 7 days in advance for regular bookings (i.e., October 11th booking cancelled on October 4th)

3.3 Booking cancelled after the cancellation deadline has past will be charged full rate for the booking.

3.4 Rental times made available through cancellations will be booked on a first come first serve basis.



- 3.5 The user cancelling a rental time will not have priority over other users to get the time slot back if they change their mind later. If it is still available, they may re-book it, but cannot bump another booking to get their rental time back.
- 3.6 Cancellations due to extreme weather conditions will not be charged to the user.
- 3.7 To maintain the control and administration of rentals, all bookings must be made through the Village Office (780-879-3911 or cao@villageofalliance.ca) during regular office hours. Staff are advised to direct inquiries to the office. Under no circumstances is the facility to be used without a booking.
- 3.9 The Village reserves the right, due to emergencies or weather conditions, to postpone or reschedule any activity, with notice being given to the user as soon as it is possible.

4.0 PAYMENT

4.1 Users will be required to pay a 50% deposit of the rental fee at the time of booking. Once the event is over, users will be given a detailed billing for their use of the facility and payment is due.

5.0 FACILITY REGULATION & DISCIPLINE

- 5.1 Management reserves the right to evict, cause to be removed, or refuse further booking or admission to person(s)/group(s) causing willful damage or contravening the facility regulations and will be billed accordingly.
- 5.2 Anyone found on the premises with liquor in his/her possession, without proper authorization, will be removed from the premises. Anyone found on the premises with illegal drugs in his/her possession will be removed from the premises and reported to the proper authorities.
- 5.3 Overtime incurred by staff because of a user staying beyond their allotted time shall be charged to the user at the application overtime rate.
- 5.4 Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.
- 5.5 Sticks, pucks, balls, etc. are to be utilized only on ice surface. They are not permitted to be used in any other location of the facility without permission from the Village of Alliance.