



THE NATION MUNICIPALITY FIELD ALLOCATION & RENTAL POLICY

Policy No.: RE-03-2023
RECREATION DEPARTMENT

EFFECTIVE DATE: August 14th, 2023

AIM: To define a policy for field rentals at the Nation Sports Complex

1. GENERAL

- a) The Nation Sports Complex will be closed on December 24th – 26th and January 1st. For all other statutory holidays, the complex will be closed unless there is a minimum of 3 consecutive hours rented, and there will be an additional charge of 25% added to the field rental rates for that day.
- b) The renter must read and accept the Terms and Conditions before signing and agreeing to a contract.
- c) No lottery (50/50) is permitted without the approval of the Nation Municipality.
- d) The Nation will not be responsible for damage, loss or theft of personal effects, equipment or supplies of the Client, their guests, attendees, and participants. All valuables should be kept in secure locations.
- e) The Nation will not assume any responsibility for injuries sustained by users or spectators at any time and under any circumstances.

2. FIELD RENTAL RATES

- a) Field rental rates for the 2023/2024 season rates can be found in the Appendix at the end of this document.

3. FIELD RENTAL PRIORITY

- a) All and any conflicts that may arise relating to the attribution of the recreation facilities will be resolved by the director of recreation.
- b) The field rental allocations will be assigned the following priority order.
 1. Sport associations that rent long-term (fall to spring)
 2. Adult leagues that rent long term (fall to spring)
 3. Sport associations that rent short term (2/3 months)
 4. Adult leagues that rent short term (2/3 months)
 5. Local minor sports associations
 6. Exterior minor sport associations
 7. All other requests
- c) The recreation department reserves the right to change the priority order mentioned above, only if change is considered essential to ensure effectiveness of the management of the facility. In addition, the recreation department reserves the right to give priority to adult leagues before minor sport associations after 8 PM
- d) The recreation department will also give priority to long-term contracts over short-term contracts.
- e) The recreation department will reserve one block on a weeknight for internal programming and will offer internal programming during the day.
- f) The recreation department reserves the right to cancel all internal programming with 24 hours' notice.

4. INSURANCE

- a) The Nation Municipality requires all Clients (business owners, leagues, associations, clubs, individuals) to carry appropriate liability insurance. The Nation offers user insurance to the Lessee and the cost of insurance will be added onto the rental fee at the time of reservation. If the client has their own insurance and do not wish to use the insurance provided by the Nation, the Lessee must provide proof of insurance with a minimum of 2 million dollars of liability coverage to The Nation no later than seven (7) days after the invoice has been submitted to the Client. For rentals within 7 days, the insurance must be provided the day before the rental.

5. DEPOSIT & PAYMENT:

- a) For field rentals a damage deposit of \$500.00 may be requested to be paid upon signing of the rental agreement. If there is no damage to the change rooms, washrooms, or any other area of the sports complex, it will be refunded at the end of the season. The deposit shall be kept if there is any sort of damage caused by the renter.
- b) All field rentals must be paid in advance. Associations that have long-term rental contracts for the season must provide postdated monthly cheques before the start of the rentals.
- c) Full payment required is due 30 days after the invoice has been issued by the Recreation Department to guarantee the reservation. For rentals within 30 days, full payment is required the day before the rental.
- d) Drop in rentals must be paid by cash or debit before the client is allowed on the field.

6. CANCELLATION

- a) For contracts with more than 30 hours of rented field, the recreation department will give 4 hours of a no charge cancellation. Meaning that an organization can cancel without penalty for a total of 4 hours of field rentals.
- b) After the 4 hours of cancellation without penalty are used, the renter must pay full price if the recreation department can't fill the allocated time.
- c) The renters may help find a replacement for their missed time; however, the new users must go through the recreation department.
- d) The renter will be responsible for the full price of the field rental for no shows or missed times when no replacement can be found.

7. TOURNAMENT WITH HALL RENTAL

- a) An association hosting a tournament may rent the GFL hall of the Nation Sports Complex at a special rate of \$150.00 + HST for two consecutive days during the tournament. An association hosting a one-day tournament of 7 hours or more may rent the hall for \$150.00 + HST.

8. RESIDENT AND NON-RESIDENT

- a) The Nation Municipality offers different pricing for resident and non-resident users. The renter must provide proof of residence, either a driver's license or photo identification.
- b) For organizations, sport associations or adult leagues to qualify for the resident pricing, the following conditions must be met. The association or league must be situated in the Nation Municipality, initiated by a resident of the Municipality, and offer services to the residents of The Nation.

- 9. REGULAR SEASON DATES:** October 1st – April 30th
SUMMER SEASON DATES: May 1st – September 30th

APPENDIX – FIELD RENTAL RATES 2023

Resident Pricing

1 Field

Regular Season Weekdays (8 a.m. to 5 p.m.)	\$37.50 + HST / hour
Regular Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$75 + HST / hour
Regular Season Prime Time	\$150 + HST / hour
Summer Season Weekdays (8 a.m. to 5 p.m.)	\$37.50 + HST / hour
Summer Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$75 + HST / hour
Summer Season Prime Time	\$75 + HST / hour

2 Fields

Regular Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$150 + HST / hour
Regular Season Prime Time	\$285 + HST / hour
Summer Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$150 + HST / hour
Summer Season Prime Time	\$150 + HST / hour

Non-Resident Pricing

1 Field

Regular Season Weekdays (8 a.m. to 5 p.m.)	\$41.25 + HST / hour
Regular Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$82.50 + HS / hour
Regular Season Prime Time	\$165 + HST / hour
Summer Season Weekdays (8 a.m. to 5 p.m.)	\$41.25 + HST / hour
Summer Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$82.50 + HST / hour
Summer Season Prime Time	\$82.50 + HST / hour

2 Fields

Regular Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$165 + HST / hour
Regular Season Prime Time	\$300 + HST / hour
Summer Season Non-Prime Time	
5 p.m. to 6 p.m. and 10 p.m. to 11 p.m. weekdays	
6 p.m. to 11 p.m. weekends	\$165 + HST / hour
Summer Price Prime Time	\$165 + HST / hour