



Making a difference...together

CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	Administration		
Title	OUTDOOR FACILITY USE		
Adopted Date	February 7, 2023	Policy Number	A-100.02
Last Amended			
Policy Owner	SEAPARC Recreation		

1. POLICY:

A policy to provide guidelines for anyone who intends to hold a commercial or non-commercial organized activity or event on SEAPARC-operated outdoor property including off site facilities.

2. PURPOSE:

The purpose of this policy is as follows:

1. To provide a fair and consistent approach to rental requests for SEAPARC outdoor facilities.
2. To ensure all interested community organizations, businesses and residents have balanced access to outdoor facilities.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.
4. To ensure a fair, reasonable fee structure consistent with the SEAPARC Recreation Fees & Charges Bylaw and local market conditions.

3. SCOPE:

This policy applies to anyone who intends to provide an organized commercial or non-commercial event or activity (private or public) at an outdoor facility that SEAPARC owns/operates that is not directly associated with SEAPARC operations.

4. DEFINITIONS:

Special Event: A festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators. A special event may be organized by SEAPARC staff and/or non-profit or for-profit organizations or business. Includes users who either are not charging an entrance fee or are charging a fee as a fundraising event for a non-profit activity or are offering a free event or activity open to the public. Events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

Organized Youth Groups/Associations: A non-profit user group that offers supervised, structured activity involving skill development for ages Birth-18 years. Membership must be solicited through an open public registration.

Organized Adult Groups/Leagues: A non-profit user group that offers structured activity and whose vast majority of members are over 18 years of age.

Private Individual/Community Group: A non-profit user group that offers supervised, structured activity, without an open public registration process. This includes individuals or groups booking for an activity such as a birthday party, family reunion or group gathering.

Commercial Groups: Includes for profit business or organizations that are charging an entrance or registration fee or are offering a program or event where users pay to participate OR anyone who intends to carry out work or an activity with the intent of monetary return.

School Users: The Sooke School District 62 reciprocal agreement governs use and priority allocation of all SEAPARC facilities.

SEAPARC Outdoor Facilities: This includes SEAPARC Parking Lot, Stan Jones Ball Field, Sooke Bike Park, Sooke Skate Park, DeMamie Creek Golf Course, and the Sooke Sport Box.

5. PROCEDURE:

Users must contact SEAPARC to request exclusive use of a SEAPARC operated outdoor facility space. Facilities are described in the policy definitions. Commercial use must align with SEAPARC's overall guiding principles of providing recreational opportunities.

Approved requests for exclusive use will require a signed facility rental agreement, appropriate insurance, and fee as per the applicable rate in the SEAPARC Recreation Fees and Charges Bylaw. All user groups must abide by SEAPARC's code of conduct.

No renter shall be allowed to sub-lease or rent the facility contracted to them to any other individual or group; any changes to the contracted rental agreement must be processed through the SEAPARC administrative office.

Outdoor Facility Use Allocation:

1. SEAPARC programs
2. Special Events
3. Organized youth groups/associations
4. Organized adult teams/leagues
5. Private individuals/community groups
6. Commercial groups

6. SCHEDULE:

Attachment A. SEAPARC Recreation Fees and Charges

7. AMENDMENT(S):

Adoption Date	Description:
February 7, 2023	<i>New policy to guide facility rental requests for outdoor facilities</i>

8. REVIEW(S):

Review Date	Description:
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February 1, 2026	
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9. RELATED POLICY, PROCEDURE OR GUIDELINE:

SEAPARC Recreation Fees and Charges Bylaw

SEAPARC Code of Conduct

Sooke School District 62 Reciprocal Agreement

CRD Clean Air Bylaw