



Making a difference...together

## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

|              |                    |               |          |
|--------------|--------------------|---------------|----------|
| Policy Type  | Commission         |               |          |
| Section      | Administration     |               |          |
| Title        | FACILITY RENTAL    |               |          |
| Adopted Date | June 6, 2023       | Policy Number | A-100.03 |
| Last Amended | November 7, 2023   |               |          |
| Policy Owner | SEAPARC Recreation |               |          |

### 1. POLICY:

This policy provides guidelines and procedures for rental of SEAPARC owned or operated facilities.

### 2. PURPOSE:

The purpose of this policy is as follows:

1. To provide a fair and consistent approach to rental requests for SEAPARC facilities.
2. To ensure all interested community organizations, businesses and residents have balanced access to facilities.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.

### 3. SCOPE:

This policy applies to anyone renting a facility that SEAPARC owns/operates that is not directly associated with SEAPARC operations and directs SEAPARC staff in management of these facility rentals.

### 4. DEFINITIONS:

**Special Event:** A festival, tournament, competition, show or 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.

## **5. PROCEDURE:**

Users must contact SEAPARC to request use of a SEAPARC operated facility space. Commercial use must align with SEAPARC's overall guiding principles of providing recreational opportunities.

All approved rental requests 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.

### **Priority of Use**

The following level of priorities shall be respected in the allocation of facility spaces:

1. SEAPARC programs/services
2. School District 62 use during school hours
3. Organized youth groups/associations
4. Organized adult teams/leagues
5. Private individuals/community groups
6. Commercial groups

Within the category of organized youth and organized adult groups, priority shall be given to local groups. Local groups must have at least 75% of its membership as residents within the SEAPARC service area.

### **Rental Requests**

Booking requests will be accepted seasonally as follows:

- January to April and dryfloor arena bookings – request Nov 1 - 15
- May to August – request March 1 - 15
- September to December – request July 1-15

Once seasonal rental requests are prioritized and booked for the season, all other bookings will be on a first come, first served basis.

### **Billing & Payment**

Payment must accompany all facility rental requests with the following exceptions:

- Facility rentals for user groups with regular weekly bookings for a period of more than 3 months. Rentals meeting this classification are eligible for monthly payment plans with the payment due on the last day of the month for the next month's bookings.
- Bookings for Special Events. Rentals meeting this classification require a deposit of 25% of the total rental charge at the time of booking with the balance due 14 days prior to the rental date.

Interest will be charged at 1.5% monthly on all outstanding amounts not received within 30 days of the payment due date.

#### **Cancellation**

The renter must provide 10 days' cancellation notice to receive a full refund. If less than 10 days' notice is provided, a refund will only be issued if staff are able to resell the space.

SEAPARC reserves the right to cancel rental agreements and shall not be responsible for any associated costs incurred by the renter or others.

#### **Exceptions**

The Priority of Use and Rental Request sections do not apply to arena ice rental. The Ice Allocation Policy provides specific procedures for this.

### **6. SCHEDULE:**

### **7. AMENDMENT(S):**

| <b>Adoption Date</b> | <b>Description:</b>   |
|----------------------|---|
| June 6, 2023         | <i>New policy to guide facility rental requests for SEAPARC facilities.</i> |

### **8. REVIEW(S):**

| <b>Review Date</b>                   | <b>Description:</b>                                |
|--------------------------------------|--|
| November 7, 2023<br>November 7, 2026 | <i>Revise dates for facility booking requests.</i> |

### **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