



Field Allocation Policy and Guideline

Community Services Department
Town of Petawawa

Revision History

| Date | Revision No. |
|---------------|----------------|
| January, 2014 | Effective date |
| January, 2021 | 1 |

1.0 Purpose

The purpose of the Field Allocation Policy and Guideline is to establish parameters for the allocation and management of fields owned and operated by the Town of Petawawa. It has been developed to address changing demographics, changes within the Petawawa outdoor sports community and the local market supply of fields. This policy does not cover arenas or other facilities.

The intent of this policy is to promote and encourage participation in outdoor sports to the overall benefit of the community. This policy applies to any clients, sport organizations or groups who wish to rent fields owned by the Town of Petawawa.

The policies identified in this document establish and clarify the Town's responsibility for field allocation, facility administration, and its commitment to the management of fiscally responsible field facility operations and safe and accessible services to all.

It is the goal of this policy to:

- provide a fair and transparent means for service delivery;
- consider the needs of youth and amateur sporting groups in the community;
- strive to ensure fair access to fields and recreational amenities;
- allow flexibility to meet the needs of sports associations and other users;
- establish uniform criteria and procedures for the reservation and use of fields;
- facilitate scheduling that will support proper and sufficient maintenance and repair of fields facilitating long-term quality and health of the fields;
- permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate;
- ensure that the Town's fields are used for the benefit of the entire community;
- consider the needs of Petawawa residents before residents of other communities; and
- balance the needs of seasonal users, casual participants and the Town as a whole.

2.0 Responsibility for Field Allocation

The Community Services Department at the Town of Petawawa has the responsibility to manage the allocation and distribution of fields on an annual basis to reflect population, registration, utilization and participation patterns, in addition to applying municipal, provincial and federal directives where required.

3.0 Field Allocation Policy Review & Update

The Field Allocation Policy and Guideline will be reviewed regularly in consultation with user groups where applicable. The Community Services Department has the authority to

adjust procedural items related to timing, process, etc., as appropriate and to respond to overarching Council directions related to revenue achievement and strategic business approaches.

The Community Services Department will communicate with field facility users to review, define or confirm the Town's field season, hours of operation, client categories, rates, field uses and restrictions, facility closures, special operating hours, and field allocation. Other items that may be communicated include administration, field maintenance, the use and care of the facility and possible capital projects for which input may be solicited or which may affect use by clients. The results of this communication will enable Town staff to update related portions of this document, the Annual Field Operations Calendar and the Master Seasonal Field Schedule.

4.0 Facility Operations

The Town of Petawawa will responsibly manage all fields and courts to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective infrastructure updates.

A field is any area that is owned, operated and designated by the Town as a sports field, including but not limited to ball diamonds, soccer pitches, football fields, ultimate-frisbee fields, tennis courts, basketball courts, volleyball courts, municipal trails systems and green spaces where applicable. These areas are recognized by the Town as recreational facilities and therefore operated under industry accepted standard operating and maintenance practices.

5.0 Facility Availability

Fields are usually available from the Tuesday after the May long weekend until the end of September/early October. Dates will be confirmed annually as soon as they are established.

Clients should be aware that field maintenance may be limited once operations shift to the arena at the end of September.

6.0 Field Allocation

On an annual basis, the Community Services Department will develop a Master Seasonal Field Schedule that best reflects the expressed needs of the users and application of this policy's directives and guidelines. The Town of Petawawa reserves the right to reassign field rentals annually as required.

When deemed necessary, a meeting of all clients affected under the Field Allocation Policy may be held to discuss field allocations, field availability and uses, amenities, classifications, restrictions, planned closures, special operating hours, and capacity calculations. Additional items may include administration, field maintenance, the use and

care of adjoining buildings and possible capital projects for which input from clients will be encouraged.

Scheduling Priorities

Fields will be allocated in the following priority order:

1. Town of Petawawa recreational programs and events.
2. Tournaments, special events, provincial or higher championships:
 - a. Sanctioned provincial or higher championships or events.
 - b. Sanctioned tournaments or events.
 - c. Invitational, open and charity tournaments and events
3. Youth seasonal sport organizations
4. Seasonal clients
5. Schools & Boards of Education
6. Casual and commercial users
7. Other

Category Descriptions

1. Town of Petawawa recreational programs and events

The Town of Petawawa ensures resident access to low-cost or free recreational activities and special events organized by the Community Services Department. These often take place on the Town's sports fields during the summer season. Programs are provided in response to resident demand.

2. Tournaments, Special Events, Championships

The Town of Petawawa supports special programs such as tournaments, sanctioned championships, as well as open, invitational and charity tournaments and other special events. Generally, tournaments and special events are competitions, evaluations or exhibitions hosted by seasonal clients. They may include events of regional or provincial significance.

3. Youth Seasonal Sport Organizations

Youth or Minor implies 18 years of age or younger, unless age categories are overseen by a Sport Governing Body where youth extends beyond 18 years.

A youth seasonal sport organization is defined or recognized as follows:

- a. a non-profit recreational group based in Petawawa and dedicated primarily to minor sports;
- b. an established provider of quality recreational programs, primarily for youth;
- c. the main provider of its particular activity for youth in Petawawa;
- d. membership in the group is dominated by residents of the Town of Petawawa (Note: If item c is dominant, d may be waived).
- e. governed by a constitution authorizing its activities;

- f. incorporated or a registered member of a Sport Governing Body (regional, provincial or national);
 - g. in possession of auditable financial statement made available to the Town upon request; and
 - h. affiliated with a responsible regional, provincial or national organization of their choosing.
4. Seasonal Clients

Seasonal clients are defined as organizations that use the Town's fields on a weekly basis throughout an entire season. Examples are adult slo-pitch, soccer or rugby leagues, clubs, or pick-up groups.

5. Schools & Boards of Education

School bookings are to be administered on a first-come, first-served basis through the Community Services Department. If a Reciprocal Agreement is in place, rates and hours of use will apply in conjunction with this policy.

6. Casual or Commercial Users

Casual users are groups that rent a field one rental at a time and no more than two weeks consecutively.

Commercial users are defined as organizations or individuals that rent field time with the intent of generating positive net income (profit). Examples are trade shows, sales events and corporate seminars.

At the Town's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated field time so long as the use aligns with the "fundamental activities" of the group.

Residency

The Town of Petawawa recognizes the tax-based contribution provided by its residents toward the operation of recreational facilities. As such, residents will always receive priority over non-residents in the allocation of field time. For the purpose of supporting the ongoing development of field user groups (e.g. girls/women's rugby), the Town of Petawawa will accept the residency requirements defined by Sport Governing Bodies (local, regional, provincial and/or federal) which govern the actions of local affiliated user groups and/or special circumstances such as reciprocal agreements.

The Town reserves the right to impose residency requirements or limitations on rental applicants at any point in time in the future when it is deemed necessary to do so (e.g. restricted field capabilities).

Development of Master Schedule

All field requests received by March 1st of each year will be reviewed by the Community Services Department. Following the review of submissions, staff will establish the total

number of hours available to each submitting group and identify the scheduling of these hours on a weekly basis. This will constitute the preliminary field allocation schedule.

The number of weekly hours allocated to any sport organization/group will be based on justified need and ability of fields to withstand the impact of use. Any clients requesting more hours than their allotment from the previous year must justify this need in writing and submit along with their field request. Requests will be considered pending availability and demand.

Conflict Resolution

The preliminary field allocation schedule will highlight field time request conflicts (if any). Affected groups will be contacted by the Community Services Department regarding specific conflicts impacting their requests. Each group(s) contacted will be asked to discuss and resolve their particular conflict. Should no resolution be reached with mediation, the Director of Community Services will act as arbitrator. Each group involved in the field time request conflict will submit, in writing, rationale for their requirement of the field time in conflict. Along with this information, if required, consideration will be given to the following factors to guide a final allocation decision.

- a. user group historical field allocation;
- b. degree to which user groups field time requests have been met, apart from the field time request conflict;
- c. age range of the user group's participants related to the period of the field time in conflict;
- d. total number of participants/registrants in the previous season;
- e. actual number of Petawawa residents among the registrants from the previous season;
- f. total anticipated number of participants/registrants for the upcoming season;
- g. program details, including number of teams, divisions, leagues, programs, etc. being proposed for the upcoming season and the anticipated number of participants associated with each;
- h. total number of hours of field use being requested for each group, program, etc. for the upcoming season submitted in the form of a proposed schedule if available (i.e. days and times);
- i. sport(s) requirements of the groups involved. This would include requirements of governing sport bodies and logistics involved in the sport(s);
- j. organization's performance from previous year including:
 - i. adherence to policies and procedures,
 - ii. overall conduct of players, fans, coaches and teams on Civic Centre Grounds,
 - iii. condition of the fields, dugouts, bleachers, Kinhut and/or Civic Centre facility; and/or
- k. other applicable Town policies.

The Director of Community Services will make a decision regarding the field time conflict within two weeks of receiving the conflict resolution requests. The decision of the Director of Community Services will be final.

Introduction of New Community Field Programs and Services

New programs/services and sponsoring organizations/associations will be accommodated only to provide for unmet community needs. Existing or new groups must demonstrate/justify the need for a new program or service while also meeting other criteria outlined in this Field Allocation Policy and Guideline.

New Organization/Emerging Sport

When reasonable and feasible, the Town of Petawawa will recognize a new organization or emerging sport and will allocate field time to enable it to establish its programs and services. Recognition and field allocation will occur once the conditions and criteria of this policy are met and if existing users will not be adversely affected. The Town will use unallocated field time first to meet the needs of a new applicant and will work with existing users to explore potential reallocation of their hours if required, but reserves the right to reasonably reallocate hours from existing users, if warranted.

7.0 Management of Seasonal Field Use

The Community Services Department has the right to control all field distribution and use of the Civic Centre Grounds for the duration of the outdoor field season. Controls must be in place in order to minimize the negative impacts that unused, returned, amended and cancelled field time can have on field operations and its clients. As such, the Community Services Department will apply all guidelines outlined in the Field Allocation Policy and Guideline to reasonably and responsibly manage unused field time or changing field needs once schedules have been issued.

Additions

After the initial Field Request has been submitted, requests for additional field time should be submitted to the Community Services Department on the Field Request form. Requests will be considered against the total allocation as per the Master Schedule and the availability of fields.

Amendments and Cancellations by Clients

Changing the intended users of the Field (e.g. a practice becomes a game or team A replaces team B) within the same organization/client is acceptable upon advance written notification, including submission of an amended schedule.

Minor amendments should be submitted by email to the Community Services Department as soon as changes are known and no later than 2 days before the affected day and time. Amendments will only be considered if changes do not affect other user groups or can be accommodated within the user's own allotment.

Once a rental agreement has been signed, the following policies come into effect for cancellations initiated by the client and/or designate:

- a. Seasonal Clients, Schools & Boards of Education and Casual Users
 - i. Require 7 days written notice to the Community Services Department in order not to incur full field rental charges.
 - ii. For field time slots that are able to be re-sold by the Town, no charges will be incurred.
- b. Commercial Users
 - i. Require 30 days written notice to the Community Services Department in order to not incur full field rental charges.
 - ii. Under 30 days, if a buyer cannot be found for the returned hours, the user is responsible to pay the full cost for unsold hours.

Transfers, Trades or Sub-leasing Fields

As the sole rental authority for all field times, the Community Services Department must be aware of and be able to control the intended use of all permitted fields at all times. The practice of occasionally transferring, trading or sub-leasing fields between user groups may be permissible upon advance request in writing to the Community Services Department.

Intended Use

It is recognized that last-minute changes to the intended use of a field may occur under rare, infrequent or unforeseen circumstances. The Community Services Department must be notified of these changes within 2 business days of the occurrence. Failure to do so may result in cancellation of future bookings.

If a field is repeatedly not being used as intended, then field rental may be revoked and/or clients may lose allocation consideration for future allocations.

Unused Fields

Clients are not permitted to book fields that will go unused except for the purpose of ensuring that sufficient time is available, as a contingency, to prevent a curfew situation for tournaments or league games. Unused fields (no shows) reflect badly on the client and on the Town's administration of fields and is not acceptable. The guidelines detailed in this policy for managing unused field time will be strictly applied.

Any client who has been allocated field rental time but who does not intend to use it regularly must notify the Town so that this time may be reallocated or otherwise used at its maximum. Failure to do so may result in loss of rental time.

Cancellations by the Town of Petawawa

The Town reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to justified circumstances, such as repairs to the fields or structures on Civic Centre Grounds, with as much notice as possible. Where postponement or rescheduling cannot be mutually coordinated, the affected client(s) will receive a credit or full refund for the cancelled time. Should the Civic Centre Grounds or other field locations be closed for use, all clients will be notified immediately and no rental fees will be charged for cancelled rental times.

The Town reserves the right to cancel a rental or portion thereof without notice should there be a breach of the Terms & Conditions or regulations or should the Town be of the opinion that the facility is not being used for the purpose contained in the application. No fees will be refunded under these circumstances.

8.0 Management of Tournaments & Special Events

The Town of Petawawa recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. These programs provide revenue generating opportunities to both the program organizers and the Town of Petawawa as well as economic spin-off to the community at large.

The Town is committed to achieving a balance between recreational and tournament/special event use during the regular summer season. If demand exceeds supply, the Community Services Department will address further user needs on a case-by-case basis.

Except on rare occasions, tournaments and special events will be scheduled on weekends. Seasonal users may be impacted and will be advised of dates once all tournaments or special events are booked for the season.

Field allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for regular season games.

All general rules and reservation procedures as specified in this policy are applicable during tournaments.

All tournament/special event bookings are to be made in writing to the Town in conjunction with requests for seasonal rentals and must be submitted no later than March 1st for tournaments/special events conducted in the same calendar year.

Tournament/special event rates are applied as follows:

| Resource | Days and Times |
|-------------------------|--|
| Fields 1-4 (by weekend) | Friday 5:00 p.m. to Sunday 5:00 p.m. |
| Ball Diamonds (by day) | <ul style="list-style-type: none"> • Friday as of 5:00 p.m. • Saturday full day • Sunday to 5:00 p.m. |

The hourly rate is applied for field use outside of these times (Fields 1-4) or if the schedule falls short of the tournament rate duration (ball diamonds).

Weekday tournaments or special events using approximately the same amount of fields on consecutive days will be charged the full weekend rate.

Payment Schedule

- a. 50% of the rental fee is due at least 7 days prior to the first day of the tournament/special event.
- b. The balance of the rental fee is due upon invoicing following the tournament/event.

Scheduling of Games and Maintenance

Tournament schedules should include periodic breaks for maintenance (e.g. dragging and lining of ball diamonds) and start times for games/matches on multiple fields should be staggered as well.

Tournament Orientation Checklist

Clients hosting tournaments must fulfill the requirements of the tournament orientation checklist prior to the commencement of the tournament. Community Services Staff will work with clients to ensure that all steps are completed. This may include an in-person meeting.

Rental Locations by Facility and Sport/Activity

The following facilities will be considered as the primary place to host tournaments and special events for their respective sports and skill levels:

| Sport | Location - Youth | Location - Adult |
|------------------|---|---|
| Baseball | Indian Diamond | Indian Diamond |
| Slo-Pitch | CC Diamonds #1-3 Kiddyland Diamond | CC Diamonds #1-3 Kiddyland Diamond |
| Softball | CC Diamonds #1-3 Kiddyland Diamond | CC Diamonds #1-3 Kiddyland Diamond |
| Beach Volleyball | Petawawa Point Beach Civic Centre Park | Petawawa Point Beach Civic Centre Park |
| Soccer | Fields #1-4 | Fields #1-4 |
| Rugby / Football | Field #1, 4 | Field #1, 4 |
| Ultimate Frisbee | Fields #1-4 | Fields #1-4 |
| Tennis | CC Civitan Courts | CC Civitan Courts |

Amendments and Cancellations

The Town will effectively manage any client requests for tournament and special event amendments or cancellations with the goal of minimizing administrative, revenue and operational impacts. When changes or cancellations are requested, the guidelines outlined in the Field Allocation Policy and Guideline will be stringently applied.

Once a rental agreement has been signed, the following policies come into effect for cancellations initiated by the client and/or designate:

- Formal written notice is required to the Community Services Department for tournament/special event cancellations.
- For notifications at least 7 days in advance of the event start date, no tournament/special event fees will be charged.

- With at least 2 days written notice, the client will incur a charge for 50% of the tournament/special event rental fee.
- No refunds will be issued for cancellations within 1 day of the tournament/special event start date.

9.0 General Field Management

User Schedules

In order to efficiently schedule staff, field preparation, maintenance and regeneration and to ensure the accurate communication of field assignments to participants, the Town requires that all groups supply schedules and field requirements to the Community Services Department 5 days prior to the commencement of the season, week or tournament. The Town reserves the right to format the schedule based on operational needs. Failure to comply could result in the cancellation of all or some of the rental contract for the remainder of the season.

Any changes to previously submitted schedules should be submitted as soon as possible and at least two business days before the occurrence.

The Town reserves the right to accept or modify transition requests to ensure the achievement of operational efficiencies.

Curfew Times

The Town reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all rentals if the user does not cooperate. It is the responsibility of user groups to inform the Community Services Department of any special requirements regarding curfews when schedules are submitted.

When booking field times, clients should plan for schedules to run late. E.g. for a full day event, the schedule should end one hour prior to the rental end time.

Instructional Programs

The Town of Petawawa reserves the right to offer instructional programs on Town's fields for the benefit of the general public. Any such programs proposed to be offered by a user group is subject to the Town's review and approval. Through application of the guidelines outlined in the Field Allocation Policy, duplication of programs and services will be managed effectively and coordinated to limit or remove any negative impact(s).

Field Maintenance and Regeneration

Grass mowing is performed twice a week on irrigated fields and once a week on non-irrigated fields. Inclement weather may alter mowing schedules.

Fields with irrigation systems will be watered as required and in accordance with the Town's watering by-law.

While the Town attempts to be flexible in accommodating seasonal clients, ultimately the health and safety of the users and the condition and playability of the fields takes priority. This may require the closure of fields, denial of use and/or suggested alternate sites.

Fields may be closed at the discretion of the Town. Closures are kept to a minimum when conditions remain playable. Priority is given to maintenance needs and rest and regeneration periods for all fields. The Town may close all or part of a Park for any of the following reasons:

- Town engages in work involving any of the fields or parks.
- When the health and safety of participants is threatened due to existing or impending conditions, including but not limited to rain, poor surface conditions, damage to fields and smog alerts.

Plans for any pertinent or major maintenance projects will be communicated to seasonal clients annually.

Inclement Weather/Poor Field Conditions (excludes tennis, basketball, volleyball)

The Town reserves the right to cancel or suspend field rentals for games, practices or other uses whenever field conditions could result in damage to the fields or injury to players. Field rentals may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to rain, poor field conditions or smog alerts. The Parks & Recreation Facilities Supervisor (or designate) shall have the authority to close any or all fields whenever weather or field conditions dictate.

During inclement weather, Town staff will assess the playability of fields to determine if use will occur. When a field is deemed unplayable by category of use (soccer/utility or baseball/softball), fields will be closed. Clients affected by such closures will be notified immediately.

Clients cannot play on fields that have been closed. If play does take place, the Town may bill the user for damages.

During periods of changeable, adverse weather conditions where fields remain open, referees and team officials will be responsible for pre-game inspections to determine field safety and surface damage potential. If fields are judged to be unfit based on the foregoing criteria, the game should not be played. Failure to comply with these conditions may result in an administrative penalty. Clients will not be charged rental fees for applicable time periods when fields are deemed unplayable by referees or team officials.

Only authorized Town staff can re-open a previously closed field.

Unplayable Criteria – Determined by the Town

Ball Diamond Infields: foot sinks into infield dust at least a ½ inch

Fields & Ball Diamond Outfields: moisture readings of 8-10 (readings will be taken by inserting a soil moisture reader probe to a depth not to exceed 2 ½ inches).

- Field readings will be taken in front of each goal, between each goal line, along centre and sideline areas.
- Ball Diamond Outfields will have readings taken at a location where players would normally be positioned such as left, centre and right fields and shortstop.

Unplayable Criteria – Determined by the Client

Whenever inclement weather occurs, clients must evaluate the field conditions using the following criteria. If any of this criteria is met, then the fields are not to be used as it is considered unplayable:

- the presence of standing water/puddles; and/or
- water sponges up around your feet when you walk on the field.

If a game begins and the conditions deteriorate so that the field is being damaged, the game must be stopped.

Refunds Due to Inclement Weather/Poor Field Conditions

Refunds will be considered and pro-rated if applicable during poor field conditions/inclement weather or when rescheduling is not possible. The client must submit a request for refund within 2 business days of the date of the event in writing.

Paint & Field Markings

Field rental includes standard markings (e.g. flags, pylons) and lines (in one designated paint colour) for the indicated sport where applicable, done approximately once a week for regular play and as needed during tournaments. Additional requests for paint (additional colours, different layout) or marking equipment will be considered and the cost of labour and supplies may be charged back to the organization.

10.0 Code of Conduct

As a responsible user of the Town's facility, all clients are expected to follow these guidelines as well as the provisions of the rental Terms & Conditions as per the Rental Agreement.

- a. Players, coaches, volunteers, and team supporters must be courteous and respectful to Town staff, caretakers, other users, residents, and other agencies at all times.
- b. Respect and protect public and private property, including the actual rental space (field), dugouts, bleachers/spectator areas, washrooms, all of Civic Centre Grounds, parking lots and the Civic Centre.
- c. The consumption of alcohol is not permitted on Town property (including fields, dugouts, spectator stands and parking areas) unless authorized under a Special Occasion Permit or the municipal liquor license and in designated areas only.
- d. Smoking, vaping, and the use of cannabis or any other drugs are not permitted on Town property.
- e. The client will not allow any person, group or organization not associated with their rental to use or occupy the field.
- f. No person shall sell or expose for sale any refreshments, article or thing, including lottery items, or any service for a fee on Town property unless authorized by the Town.

- g. The client shall obtain approval from the Community Services Department before erecting any signs, banners or pennants and must ensure that they do not deface public property.
- h. Designated washroom facilities must be used at all times.
- i. Change clothing in public washrooms and change rooms only.
- j. Pick-up and remove all litter generated during rental and deposit in receptacles provided for such purpose.
- k. Lighting of fields and ball diamonds is permitted until 11:00 p.m. at the latest or as deemed by the Parks and Recreation Facilities Supervisor. Tennis courts will remain lit until 10:00 p.m. Written authorization from the Town is required for use beyond 11:00 p.m.
- l. All participants are required to vacate lit fields by 11:00 p.m. or as stipulated on the rental schedule.
- m. Field access is limited to the assigned rental times as noted on the rental schedule. Clients are allowed onto their assigned area at their rental start time and must leave the area by the end time of their rental period.
- n. Obtain permission from the property owner before retrieving any balls or equipment from private property.
- o. Use good judgment and follow procedures in section 9.0 when assessing field conditions and not use them when conditions are such that said use is likely to cause injury to participants or result in damage to playing surface.
- p. Amplified sound is not permitted on any field past 11:00 p.m. as per the Town of Petawawa Noise By-law.
- q. Obtain permission from the property owner before retrieving any balls or equipment from private property.
- r. Obey all traffic signage, regulations, by-laws and conditions.

11.0 Loss of Privileges

Infractions to the Field Allocation Policy or rental Terms & Conditions may result in loss of privileges to the client. The Community Services Department will make every effort to work with the client to resolve infractions.

Loss of privileges for any infraction will consider:

- a. the circumstances and severity of the infraction, any damage to the field and the effect to other users:
- b. the general previous conduct and cooperation of the client at Town facilities as documented in Town files;
- c. previous infractions by the client as documented in Town files; and
- d. the level of cooperation and understanding by the client in resolving the issues around the infraction.

Discipline may range from, but is not excluded to, verbal warnings, written warnings, cost of repair, loss of rental time and/or refusal of future applications. It is understood a number of discipline measures can be used in combination with each other and discipline measures will generally be progressive in nature.

When a client is found to have played on a field that is officially closed, sub-leased a field without permission, or played on a field outside of their rental time, they could forfeit the right to rent Town fields for the remainder of their season (tournament and play-offs included). In addition, any repair costs associated with an infraction will be levied against the offending client(s).

No one is allowed to play on a field or in proximity to one that would cause one to walk on the surface of a playing field in the form of a practice without a scheduled rental. **No rental, no play, no practice.** This would include the fouling of end zones while using the goal posts in reverse to facilitate a practice off the field. Violations in this regard may impact future use of fields by the particular group in question.

Failure to provide league or tournament schedules could result in discontinuation of field maintenance and the cancellation of all or some of the scheduled rentals for the remainder of the season.

Any client assessed a loss of privileges under this section must remit all fines and/or damage repair costs within 60 days. Failure to meet this obligation may result in further action.

12.0 General Administration

Client Contact Info

In order for the Community Services Department to effectively serve clients, all groups are asked to appoint no more than two representatives, usually the scheduler and the President, to serve as liaisons with the Community Services Department. All communications between the group and the Community Services Department should, at all times, be channeled through these representatives.

Additionally, all groups are asked to provide contact information for the executive or key personnel from each group (e.g. Treasurer, tournament chair).

Community Services Contact Info

1. For facility rental administration:

Community Services Liaison
(facility rental administration)

bookings@petawawa.ca

613-687-5678 ext. 2112

To improve efficiency and record keeping, rentals and inquiries submitted electronically by email are encouraged.

2. For on-site assistance during rentals and afterhours/weekends:

Facility Operations
613-687-5678 ext. 2105 (workshop)
Two-way radio just inside arena doors

Application Process

By February 1st of each year, the Community Services Department will provide the Field Allocation Policy and Guideline, the Parks & Sports Fields Terms & Conditions and the Field Request form to past seasonal and tournament/special event clients.

Field time requests for each upcoming season must be submitted in writing using the Field Request forms on or before **March 1st** each year. Details on tournaments/special events must be submitted covering the entire upcoming season.

Forms should be submitted to the Community Services Liaison at bookings@petawawa.ca or at 16 Civic Centre Rd., Petawawa, ON, K8H 3H5.

Any renewal requests received after the due dates will be accommodated as much as possible, but historical field time is not guaranteed for late requests.

Each group requesting field use will be provided with a copy of their individual preliminary field schedule for review by March 31st or after any conflicts have been addressed. Groups are responsible for reviewing the preliminary schedule and addressing any issues with the Community Services Department in a timely manner.

Once the Master Schedule has been finalized, groups will receive a final copy of their field rental schedule and a Rental Agreement which must be signed and returned. Receipt of the Rental Agreement by the Community Services Department finalizes the application process and brings the cancellation policy into effect.

Forms

All clients must submit all rental requests on official Community Services forms. The Town reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information or requests submitted by email.

Requests for amendments or cancellations to previously requested or scheduled field may be submitted by email.

Insurance Requirements

Tournaments, leagues, associations, clubs governed by Sport Governing Body, schools, Boards of Education, commercial users, and clients hosting large or high risk special events shall, at their own expense, maintain during the rental term(s) comprehensive general liability insurance. Please refer to the rental Terms & Conditions for specific requirements.

An insurance certificate indicating the required coverage must be provided to the Community Services Department at least one week prior to the first rental time. Insurance certificates must include the obligation on the part of the issuer of the certificates to endeavor to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the

organization will make policies available to the Town for review from time to time and in the event of a claim.

For any other seasonal and casual users, the Town of Petawawa highly recommends that the applicant purchase comprehensive general liability insurance for their facility rental.

The Director of Community Services reserves the right to require comprehensive general liability insurance coverage, at the contract holder's expense, for any facility rental.

Terms & Conditions

The Town may attach terms and conditions to rentals as deemed necessary to ensure public and staff safety, protect Town property, outline client responsibilities, or maintain the enjoyment of our facilities for the public.

Clients are bound to the Field Allocation Policy and Guideline and the rental Terms & Conditions upon signing of the Rental Agreement. Rentals may be revoked by the Town, if, in the sole opinion of the Town, the client fails to comply with the requirements of the rental or for any other reason that the Town deems appropriate.

Fees

The Community Services Department makes every attempt to develop fair and competitive user fees as per the Department's Pricing Policy. Fees are set and approved by Town Council annually on September 1 and are valid until August 30 of the following year. Please refer to the Rates & Fees document which can be found on the Town's website at petawawa.ca or obtained from the Community Services Department.

Seasonal clients will be invoiced on a monthly basis for hourly rentals from the previous month.

Parking and Traffic

Clients must inform their participants and spectators to park in parking lots and public parking areas. No vehicles are allowed on Town fields or property other than parking lots without written permission of the Town.