

**Weyburn Credit Union Spark Centre
Known as the Spark Centre**

POLICIES AND PROCEDURES

(2023-02-15)

A. INTRODUCTION

PURPOSE

To provide a fair and equitable process for allocating rental hours at Spark Centre.

DEFINITIONS

City Programs and City Sponsored Events

Any program or special event that is operated, sponsored, or sanctioned by the City of Weyburn

Southeast Cornerstone School Division No. 209 Programs

Any program or special event that is operated and or sanctioned by the Southeast Cornerstone School Division No. 209.

Special and Annual Events

Any special event that is held annually at the Spark Centre that may be a one-time major attraction or special event i.e. (regional/provincial/national event).

Minor Sport Groups

Sport groups formally organized and recognized by a Provincial Sport Governing Body.

Adult Programs

Any organized adult group that has four or more persons over the age of 18 years.

Public Skating Events

Any skating that is available to the public.

Casual Rentals

Generally, any group that rents facility time at the Spark Centre on a “walk in” basis and not on a seasonal basis.

Drop in Program

These are included in memberships. Users may sign up for drop in use. For non-members a fee will apply.

Non-Prime Booking

Time that can be booked during what is referred to as slow time. Between the hours of 7:30am - 4:00pm during weekdays (Excluding Holidays & No School Days).

Prime Time Bookings

Time that is referred to as high traffic time. Weekdays 4:00pm - 10:00pm and Weekends during all hours of operation.

Activity Area

Is a definable space, which customers can rent to carry out a specific activity. An activity area may facilitate a variety of activities (a meeting room which can be used for meetings, socials, classes, etc.) or may be limited to only one type of activity. (Ball fields).

Additional Rental Costs

All out-of-pocket costs associated with a rental. Examples of such costs include staff costs outside of regular work hours, security costs, extra tables and chairs, extra garbage pick-up, etc.

B. GENERAL USE GUIDELINES

All persons entering the Spark Centre are obliged to govern themselves in accordance with the regulations posted in the Spark Centre.

The management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period with just cause.

Rowdiness, horseplay, running, foul language, physical violence and other such acts which disrupt the program or the enjoyment of the event by our patrons or compromises public safety will not be tolerated. Persistence in these acts will result in eviction from the facility.

Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from the facilities and criminal prosecution of the individual(s) will be at the discretion of management.

Alcoholic beverages are not allowed on the premises of any recreation facility unless an Authorized Permit for such an event is secured and posted in accordance with Saskatchewan Liquor and Gaming Authority and approval given by Weyburn City Council or the Director of Leisure Services (dependent upon the type of permit required). When serving liquor only plastic glasses and cans are allowable in the facility - no glass. The Art Gallery is the only exception with allowance to use glass for special events inside the Gallery.

Management and staff will not be held responsible for loss or theft of articles within and on the recreation facility properties.

Coaches, managers, supervisory or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.

The use of equipment within the recreation facilities will be authorized, provided those operators are fully trained in the proper use of the equipment prior to its use.

C. Spark Centre Operating Seasons

For the purposes of facility time rentals, the Spark Centre shall have two seasons:
(**Fall/Winter** and **Spring/Summer** Seasons)

The **Fall/Winter, Season** shall be inclusive of the following dates:

October 1 TO MAY 31

The **Spring/Summer Season** shall be inclusive of the following dates:

JUNE 1 TO September 30

The above seasons will reflect on hours of operation only. Programming will be split into
(Fall/Winter & Spring/Summer).

D. Hours of Operation

Fall/Winter, shall be open Monday-Friday 7:30am to 10:00pm and Saturday/Sunday
8.30am - 10.00pm

The **Spring/Summer Season** shall be open from Monday–Friday 7:30am - 7:00pm
and Saturday/Sunday 10:00am - 5:00pm.

Priority of use will be based on, but not limited to, the following categories:

- i) City Programs and City Sponsored Events
- ii) Legacy Park Elementary programs and events
- iii) Special and annual events
- iv) Minor sports groups
- v) Children and Adult programs (intermediate, recreational, etc.)
- vi) Public rentals

Holiday Hours:

During select holidays the facility will be open from selected hours. These dates can
fluctuate based on continuous programming requirements.

E. FACILITY CAPACITY**Main Floor Level:**

Field – 80 People (4 Teams @ 20 each ½ fields)

Dressings Rooms – 160 People (8 @ 20 each)

Outside Field Area – 50 people (Warm up area/Baseball)

Play Structure/Climbing Wall:

MPR-1 – 60 people

MPR 2 – 60 people

MPR 3 - 55 People

Pottery Studio - 35 People

Art Gallery – 165 People

Community Commons – 60 People

2nd Floor Level:

Public Seating & Standing Space – 402 (252 fixed, 150 standing)

Track – 20 People

Mini Gym – 50 People

Simulator Room - 30 People

Upper Lobby – 30 People

Total Design Occupant Load for Typical Use

1,217 People

Design Occupant Load for major event use on Field Level

500 People

Programmer to Participant Ratio:

10 Participants- 1 Facilitator

20 Participants -2 Facilitators

30 Participants – 3 Facilitators

The expected ratio is 1 facilitator per 10 participants. This can change upon circumstances such as abilities of participants, risk of activity, age groups and size of space, experience of staff, etc.

F. Rental Rates

All rental rates are approved by Weyburn City Council and are effective from September 1 – August 31 each year.

G. Subletting

Organizations and User Groups are not allowed to sublet their schedule time. Minor sport users are permitted to change or trade scheduled time with other minor sport groups provided they have approval from the Leisure Services Manager and immediately inform the Leisure Services Manager of their intentions.

H. Blocked Time

Blocked Time is a rental that takes place on a weekly basis or predetermined times. Each group will be responsible for the use and payment of the space from the start to the end of their block. Cancellation of block time is only applicable if space is unavailable (Closed for a civic holiday, repairs, or special event). All facility User Groups that schedule Blocked Time will enter a contract with the City of Weyburn. The User Group must provide the Leisure Manager with the name of the designated scheduler for the group including e-mail and phone number by October 1st each year starting in 2022. User Groups are required to provide the Leisure Services Manager with at least (1) week of notice of Blocked Time that will not be used. Once the time is given back to the Spark Centre the space will be available to alternate group bookings.

I. Scheduling

It is the responsibility of management to convene a special meeting after the first year of opening no later than August 1st of each year. At this time, the annual Spark Centre user groups, as well as the special event groups, will have an opportunity to assess the previous year's activities. They should come prepared to make

tentative application for facility time and reserve dates for their coming special events. Additional meetings may be called to resolve scheduling requests.

New groups requesting time should make their application for time no later than the end of May of each year.

October 1 to May 31 our facilities are available for rental from Monday-Friday 7:30am -10:00pm and Saturday/Sunday from 8.30am - 10.00pm. June 1 to September 30 our facilities are available to rent Monday-Friday 7:30am - 7:00pm and Saturday/Sunday 10:00am - 5:00pm

All groups are hereby advised that to accommodate and develop new activities within our facilities circumstances may require existing groups to relinquish or relocate time. These requests will be discussed during the annual schedule meetings.

Management will consider the requests in terms of the established priorities and past utilization of time to prepare, finalize and promote the schedule of events for the season. Management reserves the right to make the final decision regarding facility rentals.

All groups will be required to enter into a formal agreement for seasonal and special event bookings.

J. DEPOSITS FOR RENTALS

User groups may be required to provide a deposit of one half ($\frac{1}{2}$) of the first month's rent. Calculation will be made on the number of hours being required on a monthly basis. The deposit will be credited to the season end invoice.

Casual rentals will require full payment in advance, to be paid at the at the Spark Centre.

Special event rentals will be required to provide a deposit prior to or at the signing of, the License of Occupancy. Deposits will be calculated at 50% of the total rental along with any other fees that may apply at that time.

Special events that are defined by City of Weyburn General License Bylaw 2019-3405 will be required to purchase a business license from the Business License Inspector prior to the event. Copy of the license will form part of the License of Occupancy.

K. CANCELLATION POLICY

All cancellations are subject to a cancellation fee of (\$50.00) fifty dollars for each event.

Should the facility staff assess that the facilities are not suitable for use and are not used no fee will be charged.

Special events require a minimum of 30 days' notice to cancel their activity. Cancellations made with less than 30 days' notice will result in the forfeiture of the deposit unless specified otherwise by the License of Occupancy.

Regular User Groups will be required to provide at least a one (1) week notice to cancel any of the allocated facility time. A cancellation fee shall apply. Cancellations made less than one (1) week will be subject to the full rental cost and a cancellation fee. No shows by regular users will be treated as less than one week cancellation.

Casual users are required to pay for the full rental upon booking of the rental time. Cancellations received at least (1) week prior to the use will be subject to a cancellation fee. Cancellations received less than one week (1) minimum will be responsible for the full rental cost.

The City of Weyburn has the right to request the use of the recreational facilities and lands for its own purpose, provided that the City gives prior written notice of its intention to use the recreational facilities on a specified date.

L. ACCOUNTS

All overdue accounts are to be paid before access can be given to a user.

All block facility time will be invoiced at the end of each month for user groups and rentals. Payments of invoices are required by the last day of the following month. 1.5% interest will be charged on all overdue accounts. Single use rentals will be billed once rental is made if payment is not received after 30 days of rental/use interest will also be charged.

Groups that are chronically in arrears with their account may be required to prepay their facility time fees prior to any facility allocation.

Unless there is sufficient justification for not making payment by the due dates there may not be any consideration made for future facility time.

M. CLOSURE DATES

In accordance with the current CUPE Agreement Local 90, the following days shall be observed as holidays:

New Year's Day	Saskatchewan Day
Family Day	Labor Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

These dates are considered closure dates unless the user is prepared to pay for the additional costs of operation necessary to keep the facility open at these times. Changes will be made year to year based on usage and need basis. However, the Spark Centre may be open selected holidays with special hours.

The facilities will close early on Christmas Eve and New Year's Eve.

N. PROGRAM PROMOTION

The Spark Centre will promote the Spark Centre activities through the following means:

- Book King Online Software
- Leisure Guides
- LED Sign at the entrance of Centre

- Use of outgoing message manager at **(306-848-3480)** to provide daily and weekend information regarding scheduled programs. Please provide the Leisure Services office with any schedule changes within 24 hours in order to keep the information as current as possible. Unfortunately, the weekend program information will only be as accurate as the information provided prior to the weekend.

- Use of the lighted sign at the entrance to the Spark Centre grounds to promote special events by request through the Leisure Services Manager by calling **(306-848-3480)**

The telephone message service and web page will provide the most current program information available. Necessary information can also be obtained by calling **(306-848-3480)**

O. BOOKINGS

To maintain the control and administration of rentals all bookings must be made through the Spark Centre office or online by accessing our online booking system or by calling **(306-848-3480)**. Under no circumstances is the facility to be used because it is vacant. Casual rentals must be prepaid at the office; the renter will be advised to show staff their receipt as confirmation of their booking.

Bookings of the facility for use of public nature require that at least one staff member be on duty and on site throughout the duration of the rental. The presence of a staff member is to ensure the safety of patrons, assist with janitorial and maintenance concerns and secure the facilities following use.

P. MULTIPURPOSE ROOMS

The Multipurpose Rooms are available for use by groups and organizations during regular operating hours and will be rented out in accordance with the priority of usage established for the Spark Centre.

Booking

The Multipurpose Rooms will be booked a minimum of one hour in length. Bookings must be made through our online booking system or the Spark Centre Office by calling **(306-848-3480)**

Multi-Purpose Room A.

- Maximum capacity of 60 people

Multi-Purpose Room B.

- Maximum capacity of 60 people

Multi-Purpose Room C.

- Maximum capacity of 55 people

Alcoholic beverages are not allowed on the premises of any recreation facility unless an Authorized Permit for such an event is secured and posted in accordance with Saskatchewan Liquor and Gaming Authority and approval given by Weyburn City Council or the Director of Leisure Services (dependent upon the type of permit required).

Rate

Rental fee of the rooms is established on a per hour basis as well as a daily rate.

Q. Play Structure and Climbing Wall

All users must follow safety protocols and rules below. This space will be included in facility memberships allowing users to participate in drop in after registration.

- All users must register before use
- All users must go through the front desk
- All users must fill and sign waiver before use of space
- No outdoor footwear may be worn
- All Users under the age of 11 must be always accompanied by a parent or guardian 18 years of age or older
- Climbing wall will only operate during staffed hours.

Booking

Private bookings may be made available upon approval of request. Bookings must be made through our online booking system. or the Spark Centre Office by calling **(306-848-3480)**.

Rate

Rental fee of the rooms is established on a per hour basis as well as a party rate lasting no longer than 5 hours.

Play Structure Maximum capacity

- 80 (Includes Lobby)

R. Art Gallery

The Art Gallery will be free for viewings during normal hours of operation. All special events may be subjected to charge. The following rules are to be followed failure to do so may result in removal from the facility.

- No food and drinks
- All Users under the age of 11 must be always accompanied by a parent or guardian 18 years of age or older
- No touching the art

Booking

The Art Gallery will be free for viewings during normal hours of operation. All special events may be subjected to charge. Private bookings may be made available upon approval of request by the Art's Coordinator.

Art Gallery Capacity

- Maximum capacity of 165 people

Rate

Rental fee of the room is established on per hour or daily (as approved) basis.

S. Pottery Studio

The facility described above is intended for amateur and recreational use. Items made in these facilities may be sold in small quantities through craft sales or alternate venues. However, the City of Weyburn can at any time, ask an individual or organization to reduce their level of activity in these facilities. The facilities are not intended to be used as a production studio and the City of Weyburn may at its own discretion exercise this right if they feel that the individual or organization is making a significant personal/organizational financial gain or is otherwise jeopardizing the goals and objectives as set down in the "Terms of Reference". The Spark Centre is a community owned facility intended to be used for recreational and learning purposes.

Rates

Pottery Studio rates will be subjected to the Spark Centre rates scale.

Pottery Studio Capacity

- Maximum Capacity of 35 People

T. Simulators

The Simulators will not be included in memberships and are to be rented out at cost subjected to facility rates. Although, membership holders will be able to receive a discount for rentals. User groups and the public may book this facility through the online booking system or by calling the Spark Centre. Food and drinks are not permitted inside the Simulator rooms. Special rental rates for members may be approved.

Booking

The Simulator Rooms will be booked a minimum of one hour in length. Bookings must be made through our online booking system. or the Spark Centre Office by calling (306-848- 3480)

Simulator Room Capacity

- Maximum capacity of 30 people

Rate

Rental fee of the room is established on per simulator or full room basis.

Rules

- Users must use Spark Centre Golf Balls and equipment
- Users must not bring food or drink onto the Simulators
- Users must respect the space of other rentals
- Each room is fit for 4 chairs and one table no grabbing from other areas unless authorized by Leisure Services Manager.

U. Artificial Turf

This facility will be available for programs, events and user group activities and is subjected to the following rules

- Only players, coaches, managers, officials, and trainers may access the playingfield during scheduled games and practices.
- Access may only be granted if registered for a program.
- Spectators are to view from second floor stands only and not on the field or impeding pathways on the track around the field.
- No removal of grass fibers or infill material.
- The following are not permitted on the playing field: driving stakes, bikes, rollerblades, skateboards, food, gum, seeds, nuts, sports drinks (water only) tobacco products, glass, oils, creams, metal cleats.
- Staff reserves the right to intervene and resolve any conflicts during play

Booking

The Artificial Turf will be booked a minimum of one hour in length. Bookings can be made for the full and half field. User Groups may book block time that will need to be approved by the Leisure Services Manager. Rush Time will be available weekdays 6:30am-4:00pm (excluding holidays) Bookings must be made through our online booking system or the Spark Centre Office by calling **(306- 848-3480)**

Artificial Turf Capacity

- Maximum capacity of 80 people (on Field)

Rate

Rental fee of the room is established on per hour and daily basis.

V. Mini Gym

The Mini gym will be available to all members during drop-in times and rush gym times. The following rules below must be followed inside this space.

- All Users under the age of 11 must be always accompanied by a parent or guardian 18 years of age or older.
- All users must register for programs and check in at the front desk
- No sport drinks or food are permitted inside the space
- Staff reserves the right to intervene and resolve any conflicts during play
- No Dunking
- Non-Marking Shoes

Mini Gym Capacity

- Maximum capacity of 50 people.

Rate

Rental fee of the room is established on a per hour basis or as a party rate for a maximum of 5 hours.

Booking

The Mini Gym will be booked a minimum of one hour in length. Bookings must be made through our online booking system the Spark Centre Office by calling **(306-848-3480)**

W. Pitching/Batting Tunnel (Baseball Area)

This area will be available for user groups and rentals. The following rules below must be followed.

- All users must pre-register and check in
- Children under the age of 11 must be always accompanied by a parent or guardian 18 years of age or older.
- No sport drinks or food is permitted in the space
- No spitting, or chewing tobacco

Pitching Tunnel Capacity

- Maximum capacity of 50 people

Booking

The Pitching/Batting Tunnels will be booked a minimum of one hour in length. Bookings must be made through our online booking system or the Spark Centre Office by calling **(306-848- 3480)**

Rate

Rental fee of the room is established on a per hour basis.

X. Indoor Track

- The indoor track is available to all members through their membership registering for drop in/other programs will still be required.
- During special events the track may be closed.
- Proof of payment is always required. Teams and individuals must check in at Customer Services prior to track use.
- Walking poles are permitted with a rubber base
- Walking will take place in single file on the inside lane
- Jogging will take place single file on the outside lane
- Strollers and Wheelchairs are permitted
- No spitting or pouring of water
- Children under the age of 11 must be always accompanied by a parent or guardian 18 years of age or older
- Indoor footwear only
- No metal spikes unless permitted otherwise
- Management reserves the right to ban track privileges from those who do not adhere to the rules.

- In-line skates, skateboards, wheelies and bicycles are not permitted.

Booking

The indoor track will be booked in one hour drop in intervals and be available to all members. Bookings must be made through our online booking system [or](#) the Spark Centre Office by calling **(306- 848-3480)**

Rate

Rental fee of the space is established on a per hour basis.

Y. Community Commons

The Community Commons is shared space between the School and Spark Centre. The School Board will have exclusive rights to this space from 7:00am-4:00pm on regular school days.

Community Commons Capacity

- 60 People

Z. Outdoor Arena

This space is for public use and is meant for the intent of providing a free space for users to engage in unstructured play. This facility is free to access. Private groups however will be subjected to pay a rental fee for private bookings E.G. (Practices, Camps Etc.)

Booking

The Outdoor Arena may be booked in one-hour rentals and be available to all members. Bookings must be made through our online booking system or the Spark Centre Office by calling **(306-848-3480)**

Rate

Rental fee of the space is established on a per hour basis.

AA. Sound Room and Time Clock Equipment

The Sound Room in Spark Centre is not open to the public. Only trained staff will have access to the area and use of the equipment.

BB. STORAGE AREAS

Storage areas are available inside the Spark Centre on the first floor. These storage areas will be made available to users of the facilities on a first come first served basis

at a rate as established by City Council.

CC. DRESSING ROOM REGULATIONS

The following regulations apply to use of the change rooms within the arena's facilities:

- Coaches, managers, and authorized supervisory personnel are responsible for the conduct of their program participants and are required to be the first to enter and the last to leave the change rooms.
- Arena staff will be responsible for assigning dressing rooms. Every effort will be made to have dressing rooms ready for occupancy 1 hour prior to the scheduled game start time.
- Tournament schedules should be provided to Spark Centre management staff a minimum of 72 hours in advance for dressing room assignment.
- No ball or puck play is allowed in the dressing rooms, hallway, or another open space within the facility.
- Authorized personnel only are allowed in the change room areas.
- Damages resulting from the use of the change room facilities will be the responsibility of the group, association, or league. Inspections by staff will be carried out on a regular basis to identify damaged areas. It is the responsibility of the user to inspect the facilities prior to use and report any damage to the maintenance staff immediately.
- Each room is equipped with garbage and recycling receptacles. All users are requested to deposit all debris and recyclables into their respective receptacles to keep the rooms in a tidy condition for all users.
- Smoking is not permitted in the facilities, City of Weyburn Bylaw 85-1597.
- Alcohol is not permitted on the property unless approval is granted by the City of Weyburn Alcohol Policy.
- Groups are requested to vacate the change rooms within forty-five (45) minutes of the completion of their event for the last group of the day and within thirty (30) minutes during the daily schedule for maintenance and continued use by the next designated group.
- Use of cellular phones, personal digital assistants or video devices is prohibited in dressing rooms and washroom facilities.

DD. Memberships

Memberships qualify participants for access to any “Drop-in program”, scheduled at Spark Centre. Members will still be expected to register for drop-in programs.

EE. User Groups/Leagues Responsibilities

It is the responsibility of each user group to ensure that appropriate supervision is provided for all participants and users under their programs while utilizing these facilities. All vandalism, damages and/or cleanliness issues found during or after use may result in the following.

- Removal or suspension from facility with no refund.
- Financial penalty/actual replacement/repair costs plus administration charge billed to contract user.
- Cancellation of current and future rental contracts
- Criminal charges as deemed necessary by the City of Weyburn Police.

FF. Private Rentals (One-time bookings)

It is the renter’s responsibility to leave the room in the same condition as it was found. Set up and take down are not included in private rental rates. Renters will have up to 72 hours after their booking is approved to make a payment to hold their booking. Failure to do so may result in loss of reservation.