

Title: Spark Centre Turf Booking and Usage Policy
Effective Date: April 4, 2022

1. PURPOSE

The Leisure Department shall co-ordinate the scheduling of Spark Centre. User schedules are to be prepared by the Leisure Department in accordance with the policies of the Credit Union Spark Centre.

Spark Centre Annual Schedule:

June -September	Monday - Friday	7:30 a.m. – 7:00 p.m.
	Saturday and Sunday	10:00 a.m. – 5:00 p.m.
October – May	Monday – Friday	7:30 a.m. – 10:00 p.m.
	Saturday and Sunday	8:30 a.m. – 10:00 p.m.

Prohibited Activities

- Javelin, discus, shot-put or other throwing activities.
- Field hockey.
- Golf.
- Baseball/Softball/Slo-pitch activities without approved indoor regulated balls (all hitting with regular balls must be within the batting cage).
- Hitting pop flies.
- Using Lawn darts, drones, air soft guns, personal bouncy castles and any other type of activity that could result in damages to the turf and/or the lighting in Spark Centre.
- Using the curtain diver as a back stop.
- Intentionally throwing balls to the second level
- Using parts of the field that is not rented.
- Proper footwear must be worn examples are indoor cleats with plastic studs
- Metal cleats or spikes are prohibited
- Benches from the outer spaces are not to be brought onto the turf surface
- Wearing bare feet on the turf surface.

Rules

- The playing field is for players, coaches, and officials only. Spectators must be designated to spectating areas (grey area at the track, first floor lobby)
- During Turf events spectators are not to be standing around the track.
- Any items that are not part of the facility that are brought in for programming must first be approved by the Leisure Services Manager.
- No removing grass fibers.

- No tobacco products, food, gum, seeds, or drinks other than sport drinks are permitted on the surface.
- All equipment is to be put away in proper storage places after bookings.

2. DEFINITIONS

Adult Groups: Any organized adult group that has 4 or more participants nineteen (19) years of age and older.

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.

City Sponsored: Programs directly sponsored by the City of Weyburn Leisure Department

Department: The Leisure Department of the City of Weyburn and staff.

Drop-in Program: A set period determined by the Leisure Department that allows for spontaneous multiuse, and shared activities on Spark Centre Mainil Field.

Drop-in Turf: Open times for the public drop-in and membership holders to utilize for unstructured play.

Minor Organization: An organization in which all participants are eighteen (18) years of age or under as of December 31 of the current season. This group must be recognized by a Provincial Sport Governing Body and be a part of Weyburn.

Non-Prime Time Turf:

Monday through Friday – 7:30 a.m. to 4:00 p.m.
This rate is not available during holidays or school breaks.

Organized Youth Group: A group of youth or any rental of an organized youth team who is not part of a Weyburn Minor Sports Group.

Prime Tenants: User groups that have signed tenant agreements with the City of Weyburn consisting of 50 or more bookings in a calendar year.

Prime Time Turf:

Monday through Friday – 4:00 p.m. to 10:00 p.m.
Saturday and Sunday – 8:30 a.m. to 10:00 p.m.
This rate will be applied to Statutory Holidays and school breaks (Christmas Break, February Break)

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

Special Events: Any program or event booked at the Spark Centre and planned by external organizations for a day or weekend time which are subject to track closure fees, set-up/clean up fees and additional labor fees outside the rental fees.

3. GENERAL USE GUIDELINES

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

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

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.

3.1 Bookings

All assigned or booked hours must be used only by the team, group or organization that has booked these hours. Prime Tenants and other user groups are not permitted to sublet turf time.

3.2 Damages to the Facility

It is the responsibility of each user group to ensure that appropriate supervision and security is provided for all participants and users under their programs while utilizing Spark Centre. All vandalism, use of profanity, harassment, damages and/or excessive messiness issues found during or after use may result in the following:

- Removal or Suspension from Spark Centre.
- Financial penalty for actual replacement/repair cost plus administration charge billed to the user group.
- Cancellation of current and future rental contracts.
- Report of damages to the Weyburn Police Services for further prosecution.

User groups are expected to clean up the turf, track, and dressing rooms after use by picking up any garbage, tape, etc. so that it is ready for the next group.

3.3 Safety and Contact Information

The Department will post signage to reflecting current safety practices and contact information.

3.4 Turf Inspection

User groups are encouraged to inspect the playing area before it's use to identify any immediate safety concerns with concerns being brought to the immediate attention of the Department and participants.

3.5 Alcohol and Illegal Drug Use

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.

Illegal drug use is strictly prohibited in all Spark Centre areas, including but not limited to benches, stands, turf, dressing rooms, parking lots and all accessory premises.

3.6 Smoking and Vaping

Smoking and vaping are prohibited at Spark Centre as per the City of Weyburn Smoking Bylaw No. 85-1597.

3.7 Organized and Drop-in Use

User groups must book Spark Centre for all usage and cannot conduct practices, games and any organized activities under the drop-in rate. Drop-in users must pay at the front desk prior to entering the field and must wear the provided wristband upon payment. If the Department has confirmed that a group is not following drop-in procedures, the user group will be charged the booking rental rates as per the Department's Rates and Fees. Bookings are considered practices, games or organized activities if they meet one of the following criteria:

- Teams with uniforms.
- Presence of a referee or coaches.
- Teams supplies in the Facility.
- Participants arrive for pre-determined time.
- A group larger than 10.
- Usage does not meet the Drop in Turf definition as per Section 2.

3.8 Turf Setup and Clean Up

User groups are responsible for any set up they may require for their activity, which includes moving the soccer nets and requests to move curtains. This must be done within the allotted time of the booking.

- User groups accessing the turf early or staying late will be charged for this time.
- Nets must remain on the turf but can be moved to the sidelines outside of the netting.
- A \$100.00 set up and takedown fee will be charged for groups requiring Spark Centre staff assistance.
- User groups are not permitted on any other facility amenity prior to the booking time.
- User Groups are required to put all equipment away after use any left out equipment put away by City staff will add a take down fee to that groups booking.

3.9 Use of Equipment

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.

3.10 Use of Track During Booking

The track is included only for user groups that have rented the track and does not include use by parents/guardians or spectators. Parents/guardians who would like to utilize the track during the booking time must pay a drop-in rate.

3.11 Meeting Rooms

Meeting Rooms usage is subject to the Department's Rates and Fees and are not included with turf rentals.

3.12 Curtain Separation

The Spark Centre Turf is rented out in 2 separate halves (separated by a curtain) which can be rented separately or together. Groups may request the curtain up or down during a full turf rental and must communicate this to our front desk staff.

4. SCHEDULING TIMES**4.1 Turf Allocation Times**

June 30	Deadline for user groups and organizations to submit booking requests for the upcoming September – June indoor season. Booking requests submitted after this date will be based on availability.
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July 30	The Department develops schedules for the next season according to established policies and agreements. Meetings to be held to review schedule with Prime Tenants only.
September 1	Upcoming September – June Schedule is finalized. Changes made after this date are subject to Section 7.1 & 7.2 Refunds and Cancellation Policy or as per the cancellation terms in Prime Tenant agreements.
October 1	Deadline to return hours for Prime Tenants.
October 2	Leisure Department will now open bookings to out of City groups

5. **BOOKING POLICY (Priority)** (Groups in the same category will be given priority based on previous seasons usage and fees)

5.1 City Sponsored

Programs directly sponsored by the City of Weyburn Leisure Department shall have priority within Spark Centre.

5.2 Southeast Cornerstone District School Board

Programs by Southeast Cornerstone District shall have booking priority during all school hours on school days.

5.3 Prime Tenants

Spark Centre Prime Tenants will have priority to available dates and times. Prime tenants will be given the option to rent similar times as the previous year. All bookings must be submitted to Spark Centre per the terms of their lease agreement. Prime tenants will be rated based on overall usage and contract size of previous season. Bookings after June 30 are based on availability and must be finalized 24 hours in advance during business hours of Monday to Friday from 8:00 a.m. until 4:30 p.m.

5.4 Regular User Groups

Groups that have had booking contracts in the past 12 months will be given the option to book similar week(s) and number of hours based on Spark Centre availability following Prime Tenant's requests. Bookings will only be confirmed as per Section 6 Payments Policy.

5.5 Other User Groups

Remaining time and availability will be based on a first come/first serve basis with user groups meeting the criteria in Section 6 Payments Policy.

6. PAYMENTS**6.1 Prime Tenants**

Payment is due at the end of every month.

6.2 Regular User Groups

Payment is due at the end of every month if the group has a good record of making payments on time. If any group missed multiple payments, they would follow the casual user group guidelines.

6.3 Casual User Groups

All new users must pay for the invoice at the time of the booking before use of turf.

6.4 Credit Cards

Payment can be used for payment of turf rentals online, at our front desk in person, or by calling (these payments will be subject to a \$3.00 credit card fee.)

7. REFUNDS AND CANCELLATIONS**7.1 Refunds**

Refunds on deposits are subject to the following:

- All cancellations are subject to a cancellation fee of fifty dollars for each event. Regular User Groups and Prime Tenants will have up to 7 days before their rental to cancel without a fee.
- 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. 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 one week prior to the use will be subject to a cancellation fee. Cancellations received less than one week 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.
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7.2 City Cancellations

The Department may, at its sole and absolute discretion, schedule or reschedule the use of any Spark Centre rental in such a manner as to ensure safe, maximum/efficient use of the Spark Centre, to allow maintenance work to be performed, or to accommodate other circumstances as may be deemed necessary. If the Department cancels a turf rental, there shall be no rental charge payable. Every attempt for reasonable notice will be given to the user group upon cancellation of a rental by the Department.

7.3 No Show Fees

When a user group does not show up for scheduled time and the space sits idle, the user group will be billed at the regular rate for all booked and not used.

7.4 Weather

Cancellations due to weather conditions will be reviewed by the Department.

7.5 Transfers and Subletting

Bookings are non-transferable to other dates and subletting is not permitted.

8. SCHEDULING

- 8.1 Designated Scheduler-** One representative from each group will oversee renting and booking times with the Leisure Service Manager. (ie. President, or Scheduler). This individual will be the point of contact for the City.
- 8.2 Scheduling meetings** are to be made with the Leisure Services Manger to ensure proper communication and timely services are made.
- 8.3 Rental Contract-** Each time a booking is made a contract will be created and will need to be agreed upon then signed by the Leisure Services Manger and the Renters President or designated representative as mentioned in section 9.1.
- 8.4 Schedule Submission-** Each schedule must be submitted by email so it can be documented with a time stamp of when the schedule was submitted the Leisure Service Manager will go by date and time for availability for regular user groups. Prime Tenants **MUST** have their schedule submitted before the June 30 cut off so that proper scheduling can be made.