

Town of Portugal Cove-St. Philip's

Outdoor Recreation Facility User Policy

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's this following policy has been adopted the 3rd day of September, 2019.

1.0 TITLE

1.1 This document shall be known and cited as the *Outdoor Recreation Facility Policy*.

2.0 DEFINITIONS

2.1 **"Outdoor Recreation Facility"** shall mean any of the Town owned softball fields, soccer pitches, playgrounds, skateboard parks, multipurpose courts, walking trails, open spaces and park areas.

2.2 **"Town"** shall mean the Town of Portugal Cove – St. Philip's.

2.3 **"Department"** shall mean the Department of Recreation and Community Services.

3.0 POLICY STATEMENT:

3.1 The purpose of this policy is to assign fees and conditions to all rental/users of the Outdoor Recreation Facility.

4.0 APPLICATION:

4.1 This policy shall apply to all Outdoor Recreation Facilities and all persons and/or user groups renting or using an Outdoor Recreation Facility owned by the Town.

5.0 POLICY GUIDELINES:

5.1 Fields will be allocated or assigned on the following basis:

(a) The Town leagues will have first choice of playing fields and scheduled times.

(b) Minor softball & soccer fees will be assigned differently from adult leagues and renters.

5.2 The Town will ensure that, as part of regular operations, all outdoor recreation facilities are maintained and in good working order and prepared for all rental/user agreements.

5.3. A written application must be submitted (outdoor recreation facility rental/user agreement) to the Department by the applicant requesting the use of a particular facility.

- (a) All groups renting/using a particular facility should forward an appropriate schedule of play at least one week before league play commences. All regular user groups are asked to forward their schedules to the Department at the beginning of the season. Minor groups are asked to submit any tournament play that requires extra weekends and/or evening at their earliest convenience.
- (b) All groups requesting the use of a field will be responsible for unlocking and locking the facility after each use. After the above requirements have been submitted to the Department and each group or league pays the deposit, they will be assigned a key, if applicable. Fee is waived for regular Portugal Cove – St. Philip’s user groups (Town of PCSP Minor Softball, Minor Soccer, Mixed Softball, and Men’s Softball).
- (c) Season play will not commence on any Town owned facility without prior approval from the Department. The Department must be notified of any change in regular league schedule. ie: cancelled game or make-up game for maintenance and field preparation reasons.

5.4. Fee Structure is referring to Town affiliated Leagues only. Adult Mixed Softball League is charged as per their contract agreement (may vary each season). Men’s League are charged on a per game basis. Minor Leagues have their user fees waived. All other user group fees are per their Outdoor Recreation Facility Rental/User Agreement. Agreements may vary depending on the Town Council’s direction.

5.5 Rental groups are responsible for their set-up and clean-up of the facility. Staff will verify that the building was cleaned before damage deposit is returned (only when applicable). Regular maintenance and repairs of the building is the responsibility of the Department and is done on a regular basis. If groups have any issue or concerns with the Recreation Centre they can address those concerns in writing to the department.

5.6 Rental groups are liable for the cost of any damages to the interior and/or exterior of the building exceeding the deposit. Staff will ensure there are no damages before deposit is returned.

5.7 Cancellation Policy; A renter holds the right to cancel their booking up to 3 weeks before their event and receive a refund in full. Anything less than 3 weeks can be reviewed if for medical reasons only. However all other rental circumstances would result in the loss of the deposit with the rental fee refunded to the renter.

5.8 Assigned fees for leagues are due at the end of their seasons. All other outstanding balance for the rental must be paid in full one week (5 working days) before the date of the rental. Payments must be made at the Town Office during office hours; 8:30 a.m. to 4:30 p.m. (4:00 p.m. in summer months). Failure to comply with this may result in a cancellation of the rental agreement. Exceptions can be made for groups hosting fund-raiser tournaments. However this must be approved by the Department.

5.9 The Department reserves the right to make any changes in the User Fee Policy when deemed necessary.

5.10 The Department reserves the right to cancel play, at any time, when the playing conditions at a facility are deemed unsuitable or unsafe. Every effort will be made to inform the group in ample time of the cancellation notice. If inclement weather persists, a deadline of 3:00 p.m. will be used for cancellation of play at respective facilities.

5.11 **Hours of Operation: Park will be open with lights available (If applicable) until 11:30 p.m.**

6.0 REPEALS

6.1 This policy rescinds all previous policies on this subject matter.

7.0 AMENDMENTS

7.1 September 3, 2019. Motion # 2019-254.

8.0 DATE EFFECTIVE/RESOLUTION

8.1 Date effective: February 12, 2013 Motion # 2013 - 064