

PURPOSE

The purpose of this policy is to standardize procedures pertaining to rental, payment, booking and cancellation of diamond bookings at the Harold Worth Park.

SCOPE

This policy affects all users of Harold Worth Park.

DEFINITIONS

Not applicable

POLICY STATEMENT

1. General Procedures
 - a. Organizations wishing to secure diamond times for the upcoming ball/soccer seasons must advise the Leisure Services Coordinator in writing of their desired game times/days each year by the Scheduling meeting which will be held in March of the current calendar year.
 - b. No booking is ever finalized until confirmed by the Leisure Services Coordinator.
 - c. The order of precedence shall be:
 - i. Provincial tournaments
 - ii. Regular tournaments
 - iii. League playoff games
 - iv. Games
 - v. Practices
 - d. Teams may be moved to a different diamond to accommodate tournaments, playoffs and games as necessary.
 - e. The concession building, score clock and announcer booth are included with the rental of the fields.
 - i. The concession building and score clock may be rented separately when there are no tournaments, games or practices at a rate of \$40.00 (plus GST) each per day.
 - ii. The Town will fill up two propane tanks at the start of the season with the expectation that user groups top up the tanks after each use.
2. Payment Procedures
 - a. Delisle Minor Sports user groups will pay as follows:
 - i. Delisle Minor Softball - \$2500/season (includes GST)
 - ii. Delisle Minor Baseball - \$2500/season (includes GST)
 - iii. Delisle Soccer - \$1000/season (includes GST)
 - b. All other outside user groups will pay the following rental fees for fields:
 - i. Diamond 1
 1. Game or Practice: \$80 + GST (includes use of score clock & booth)
 - ii. Diamonds 2, 3 or 4:
 1. Practices - \$30 + GST
 2. Games - \$40 + GST
 - c. Tournaments:
 - i. Local users may book home tournaments at a cost of \$200 (includes GST) for the weekend.
 - ii. Outside user groups may book tournaments at a cost of \$400 (includes GST) for the weekend.
 - d. All users must follow these payment procedures:
 - i. Local groups will be invoiced on April 15th of the calendar year.
 - ii. Local groups who have made late payments two or more times will be issued a notice and may receive a suspension of all future diamond or field times that will be reviewed by the Town of Delisle.
 - iii. One time use and/or outside renters are required to pay upfront/prior to use of their scheduled diamond time.
 - iv. All groups must pay within 30 days of the invoice. Payments not received within 30 days will incur late payment penalties in accordance with the Penalties and Overdue Fees Policy.

3. Cancellation Policies

- a. The Town of Delisle requires that any bookings for regular season games and practices give 48 hours notice for cancellation of diamond times. Proper cancellation of diamond times must be made through the Leisure Services Coordinator by phone (306) 717-9133 or email toddelrec@gmail.com. Notifying anyone else of cancellation will not be considered valid.
- b. Failure to notify the Leisure Services coordinator within 48 hours or more prior to the scheduled diamond or field time will result in the team in question being charged IN FULL for that diamond or field time. This will be dealt with on a case-by-case basis by the Leisure Services Coordinator and the association the team is a part of.
- c. Cancellation due to a storm or inclement weather (ex: rain) will be dealt with on a case-by-case basis, however, it is still requested that the booked party in question still contacts or leaves a message with the Leisure Services Coordinator that they have cancelled due to weather so that the proper record is kept on file.
 - i. Bookings cancelled as a result of weather will not be refunded, however make-up days will be scheduled in consultation with the affected team.
 - ii. It will be incumbent on the affected team to consult with the Leisure Services Coordinator at the earliest opportunity to schedule a make-up day.
- d. In the case of opposing teams cancelling a game not within the required 48 hours, or in the case of a no-show by the visiting team, the original booking team will be encouraged to use this diamond or field time as a practice instead of outright cancelling.
- e. Tournaments or any weekend bookings exceeding the time span of 5 hours at one time must give a minimum of 1 week (7 days) notice for cancellation.

4. Liability

- a. The Town of Delisle and its agents shall not be liable for any loss, injury or damage caused to persons or belongings (including vehicles or their contents) using the booked premises or any other property thereon, or any damages of property entrusted to the user group, the renter, their employees, subtenants or invitees or for the loss of any property by theft or otherwise.
- b. The user group or renter shall indemnify the Town of Delisle against all liability, claims, damages or expenses due to or arising out of any act of negligence by the user, renter, its servants, employees, agents, invitees or licenses on or about the premises due to arising out of breach by the user or tenant of any provisions to this agreement, including liability for injury to agents, invitees or licenses.
- c. The user group or renter agrees to be financially responsible for all damage to the diamonds and its facilities that result during use and/or occupancy.

ROLES AND RESPONSIBILITIES

Chief Administrative Officer	<i>Review and update this policy annually</i>
Scheduler	<i>Ensure local groups are given preference for scheduling conflicts when they arise.</i>

CERTIFICATION

I, Damon Werrell, Chief Administrative Officer for the Town of Delisle, hereby certify that this policy was duly approved by Council. Resolution # 165-25



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Damon Werrell
Chief Administrative Officer