



**Subject:** *Ice Rental / Cancellation Policy*

**Policy No.:** *RE-06-2007-ice*

**Approval Date:** *October 30<sup>th</sup>, 2007*

**By-Law No.:** 2007-831

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**Amendment:**

## 1. POLICY STATEMENT

The purpose of this policy to standardize policies pertaining to the rental and cancellation of ice-time at the Lanark and District Community Centre (LDCC).

## 2. SCOPE

This policy applies to all ice-time rented at the LDCC.

## 3. PROCEDURES

- 3.01 Individuals or organizations wishing to secure ice-time for the upcoming ice season (September-April) must advise the Arena Manager of their desired times/dates prior to September 1<sup>st</sup> each year.
- 3.02 Ice-time will be allotted to user groups based on historical usage. New users will be allocated ice-time on a first come first serve basis.
- 3.03 User groups shall be invoiced by the Arena Manager for all ice-time used in the preceding month. Invoices shall be paid by the user group prior to the end of the month in which the invoice is received. For example, an invoice for January ice-time shall be paid prior to the end of February or the user group will be prohibited from using the ice in March.
- 3.04 Township Council, shall, prior to March 31<sup>st</sup> each year, establish an ice-rental rate for all classes of user for the upcoming ice season. Rates shall be communicated to arena users as soon as possible after March 31<sup>st</sup>.
- 3.05 Ice rental fees **will not be cancelled** except in the following circumstances:
  - Severe weather conditions that in the opinion of the Arena Manager make it difficult or hazardous for users to safely reach the facility;
  - Health or safety emergencies in the LDCC;
  - Upon three (3) weeks notice by the user to the Arena Manager, provided that the vacated time can be filled. Users are encouraged to work with other user groups and the Arena Manager to fill ice-times they wish to vacate.

## 4. RESPONSIBILITY

The Arena Manager is responsible for ensuring compliance with this policy.