



THE CORPORATION OF THE TOWNSHIP OF NORWICH

**DEPARTMENT: Recreation, Parks & Facilities POLICY NO: RPF 2005 - 04**

**SUBJECT: Facility Allocation Policy**

**APPROVED BY COUNCIL: RES. NO. 29 DATE: December 6, 2005**

**REVISION NO: AUTHORIZED REF: DATE:**

**PURPOSE:** The purpose of the policy is to provide framework for the allocation of facilities to the citizens and user groups in the Township of Norwich.

**POLICY:** This policy provides for guidelines for individuals & community groups, utilizing community facilities, which include community halls, parks and other amenities, which are available for, use by the community.

**DEFINITIONS:**

**Resident:** Those individuals who pay their taxes to the Township of Norwich.

**Non-Resident:** Those who live in a municipality other than the Township of Norwich. (Non-Resident fees may apply).

**Community Group:** More than 70% of the membership of the organization is residents of the Township of Norwich.

**Regional Groups:** Those groups, which provide services on a regional basis, which otherwise would not be provided in the Township of Norwich.

**Facility:** Township-owned, community halls, arena/community centre, horse barn & track, building, park, pool, sports fields and other properties.

**Director:** Director of Recreation, Parks & Facilities.

**Staff:** Facility Manager or Staff person on duty.

**OBJECTIVES:**

- 1) To provide safe & efficient operation/maintenance of quality recreation facilities.
- 2) To ensure fair and equitable access to community facilities for all users.
- 3) To provide support to groups offering recreation, sport, cultural, heritage and tourism activities.
- 4) To work cooperatively with facility users to deliver quality programs and events.
- 5) To support volunteer leadership development by fostering group development.
- 6) To maintain policies for appropriate use of community resources (leased, owned and/or controlled) in response to changing community needs.

**GENERAL RATIONALE:**

The residents of the Township of Norwich value community service and volunteerism as a core community value. As such community groups rely on Township facilities to offer quality leisure activities for all ages. Residents enjoy participating in active and passive leisure and recognize the essential role that facilities and parks play in the development of a healthy community.

The Township of Norwich values the promotion and enhancement of a healthy, safe and active community by working in partnership with the community to provide responsive, proactive, accessible and diverse programs and services. This requires the strategic use of community resources to maximize community benefit(s).

Where facilities have multiple users, for example leagues and events, consideration will be given to provide balance in use, which does not compromise the provision of programs and services to residents. The unique scheduling requirements of the users will be considered when allocating facilities, as well as provide fair access for participants. The Township of Norwich has no obligation to provide facilities for non-residents.

**PRORITIES USED FOR ALLOCATION:**

Facility allocation will be based on a simple priority sequence, which will be outlined hereto. Consideration will be made for organizations bringing activities and events to the community, which support full and fair access for participants. Recognition of unique scheduling requirements of all users will be taken into consideration when facilities are allocated.

Allocation of facility space will be based upon the following priorities:

**Organization + Activity = Priority**

<b>Organization</b>	<b>Activity</b>
1. Township operated programs & activities	1. Games, Community events
2. Minor Sport Association	
3. Junior Sports Programs - competitive	2. Practices
4. Adult Organization	
5. Community Organization	3. Tournaments/Events
6. Previous Year User – local	
7. Local Resident	4. New Requests
8. Local District School Boards	
9. Business/Commercial –for profit	5. Trade Shows, Conventions, Conferences
10. Non-Local Residents	

**COMMUNITY EVENTS:**

The community event must promote and reflect the values of the Township and be open to all members of the public. Requests for community special events, for example, fairs, festivals and tournaments etc, must be submitted in writing to the Recreation Parks & Facilities Department prior to the facilities request deadline. The deadline dates for facility permits are available by contacting the Recreation Parks and Facilities Department. Organizers must comply with the Township of Norwich events guidelines. A letter of request for use of facilities and/or special event permit must be on file two months in advance of the event.

**TOURNAMENTS/EVENTS:**

Tournaments/events must reflect the primary activity of the sponsoring organization and facilitate the expedition of the season/program. All other special events and tournaments fall under the Community Special Events definition.

All minor sports organizations are permitted one event/tournament per division i.e. house league, representative teams.

All adult organizations are permitted one event/tournament per season and/or as time permits.

**NEW REQUESTS:**

New requests will be reviewed on an individual basis. Consideration will be given to new requests, which support the Township values, promote community participation and do not duplicate existing programs and services.

**FACILITY AVAILABILITY:**

Each of the Townships facilities has a schedule of availability based on the seasonal needs, maintenance requirements, and preferred hours of use, number of participants and sport governing body requirements. Facilities will remain closed on Christmas & New Years Day

**ALLOCATION CRITERIA:**

- ✓ Minor Sports organizations & the Township operated child & youth programs will be allocated facility time to a maximum of 85% of the available prime time.
- ✓ Public Skating, public-swimming programs will be allocated with a minimum of 5% prime time.
- ✓ Adult Organizations will be allocated a maximum of 10% of the prime time for games only.
- ✓ For every ten hours of prime time allocated, an organization must book one hour of non-prime time.
- ✓ When demand for a facilities exceeds availability the following guidelines may be implemented:
  - a) To maximize use of facilities, use of minimums and other restriction may apply such as; increase participants per team, combined use of ice between two teams for practices, if appropriate for the age group.
  - b) Participants will be permitted to play on only one team with the same organization.
  - c) Local residents are to be accommodated before non-residents.
  - d) Adult time will be reduced.

**BOOKING GUIDELINES:**

Each organization must assign a designate to represent their interests regarding facility user. This representative has the authority to confirm their organizations facility requirements. Each facility has a booking deadline and groups are expected to contact Recreation, Parks & Facilities staff to book their dates. Staff will attempt to accommodate late request where possible.

Once the facility time has been allocated and prior to use, the applicant, group representative, will be required to sign a rental permit, provide proof of insurance, where required and make full payment by the respective deadlines.

A designated responsible adult 18 years or older must be present in the permitted facility at all times while the permit is in effect.

**INSURANCE COVERAGE:**

Any group, organization or individuals who rents a facility for any type of activity is required to carry and provide valid proof of liability insurance coverage in the amount of \$2 million dollars, naming the Township of Norwich as “Additional Insured” from an independent insurance provider.

All school users are required to carry and provide proof of liability insurance in the amount of \$2 million dollars, naming the Township of Norwich and the school board(s) as “Additional Insured” from an independent insurance provider.

All groups, organizations and individuals who rent a facility for an event involving the sale of alcohol must produce proof of liability insurance in the amount of \$2 million dollars, naming the Township of Norwich as “Additional Insured” from an independent insurance provider. Such events must be in full compliance with the requirements of the Township’s Municipal Alcohol Procedures and any future policy which will be developed.

**CANCELLATION:****By Permit Holders**

The Facility Booking Staff must receive all facility use cancellation in writing 7 (seven) days in advance of the cancellation dates required.

Failure to do so may result in a requirement for full payment if the ice time can not be reallocated to another user.

It is understood that playoff schedules are an exception to this rule.

**By the Township**

Cancellation of facility permits may occur in the following cases at the discretion of the Recreation, Parks & Facilities Department. The following circumstances may result in cancellation:

- ✓ Failure to pay for a facility bookings as per payment policy.
- ✓ Conducts themselves in a manner which is not considered considerate of others and/or violates the Behaviour Management Policy.

- ✓ Causes damage to the facility and /or equipment within.
- ✓ Conducts activities within the facility at any time, which is illegal in nature and/or convenes Township policies regarding facility use; i.e. smoking, use of illegal drugs or alcohol in an unlicensed area, assaults staff, public or other users.
- ✓ Make false representation of user organization's purpose, membership or affiliations.
- ✓ Sublets and/or exchanges facility use with another organization without preauthorization of the Recreation, Parks & Facilities staff.

In the case of inclement weather, the decision to close a public facility will be made by the Facilities Manager in consultation with the Director.

In the case of outdoor facilities, Supervisors will notify the affected parties through the contact person; i.e. pool closures, sports fields.

In the case of a community emergency where Township facilities may be required, the Facilities Manager or designate, will notify the contact person(s), who are then responsible for informing the affected parties.

#### **RATES & FEES**

On an annual basis, the Corporation of the Township of Norwich will establish a schedule of rates and fees to support the operation and maintenance of facilities. These rates and fees will be set in consideration of current market trends and budget requirements, and will be based on a system of defined user groups and priorities allocations. The Township reserves the right to add services, rates and fees as deemed appropriate. Copies of the annual rates and fees schedule are available by contacting the Recreation Parks & Facilities Department.