

POLICY



Facility Use & Allocation: Department of Athletics and Recreation

Category: *Facilities*
Responsibility: *Director, Athletics & Recreation*
Date: *Date of last revision: March 27, 2018*

1. Purpose/Reason for Policy

- i. To establish guidelines under which the Department of Athletics & Recreation (Athletics Department) will allocate, distribute and administer the use of its space, facilities and equipment in a way that is fair and equitable.
- ii. To establish a rate schedule and identify costs that will be charged to user groups for use of space, facilities and equipment, operated by the Department of Athletics & Recreation ("Athletics Department").
- iii. To establish policies for the use of space and facilities operated by the Athletics Department.

2. Scope of this Policy

This policy applies to all the physical spaces operated by the Athletics Department, which are available to book and applies to all individuals and groups who may book these spaces (either at a cost or no charge). This includes Trent University students and student groups, staff and departments of the University, and individuals, groups and organizations not affiliated with the University.

3. Policy Statement

All individuals and groups booking spaces for rent (or at no cost), which are operated by the Athletics Department, must adhere to the procedures and guidelines outlined in the Facility Use & Allocation Policy.

4. Guiding Principles

- 4.1 To maximize the use of facility space.
- 4.2 To prioritize the allocation of facilities.
- 4.3 To allocate consistently and fairly available facility space to user groups.
- 4.4 To provide opportunities for sport and recreation to officially recognized Trent University student sport clubs.
- 4.5 To support regular and special events that support the institutional priorities of the University.

5. Definitions

The following definitions apply to this policy:

- 5.1. Regular Programming - refers to the activities of University, the Office of the President, and the Department of Athletics & Recreation, which are normally planned during the calendar year, including in no particular order:
 - Exams (Winter and Spring)

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- Convocation (June)
- Open Houses
- Orientation Week and New Student Orientation
- Varsity games and practices
- Intramural programs
- Youth Development Programs, including camps
- Group Fitness Classes and programs
- Open Recreation
- Rental contracts for indoor and outdoor spaces
- Office of the President - Special Events

5.2 Potential users of Athletics Department space, facilities and equipment are divided into four groups, as follows:

5.2.1 Recognized Student Clubs:

An organized group of students whose aims and objectives meet the criteria for **official status** under the Trent Student Central Association policies, **and which has registered annually** with the TCSA and **received approval**.

5.2.2 Trent University Departments, Colleges or Other Organizational Units:

An academic or administrative organizational unit of Trent University.

5.2.3 Registered Charity Groups:

An organization with charitable status, designated by the Canada Revenue Services.

5.2.4 External Organizations:

A community-based organization or individual(s) not qualifying under 5.2.1, 5.2.2 or 5.2.3 this Policy.

6. Guidelines for Allocation of Space

6.1 The guidelines governing the allocation and use of the Athletics Department facilities are:

- Facility use shall serve athletics, recreation, academic and institutional goals.
- **Priority for the use of facilities shall be given to “Regular Programming.”**
- **After “Regular Programming” is finalized, requests for the use of facilities for other groups, including Trent University student clubs and groups, will be considered.**

6.2 Trent University Student Clubs: All officially recognized Trent University student **sport clubs** may apply to receive complimentary booking of facilities during the fall/winter academic year (September through April). Requests will be received and allocated in September to help ensure maximum utilization, fairness and accessibility. Trent student sport clubs may not book Athletics facilities until they provide confirmation that their status as an official club has been approved through the Trent Central Student Association (TCSA).

Complimentary space for recognized Trent University student clubs and groups relates only to the use of space. Any set-up requirements, cleaning, or staffing that may be needed for an event will be at an additional cost to the student group.

6.3 Trent University student groups that are not categorized as sport clubs may apply to receive **one hour** of complimentary facility space **per term**. Additional bookings may be

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made and will be charged at the discounted charitable rate (with the exception of the climbing wall and rowing/paddling tank). In order to receive these discounts, the student club must be **officially recognized** by the TCSA and all participants of student group rentals must be current students with valid student cards.

7 Reservations & Fees

7.1 Requests:

All requests to book facilities through the Athletics Department must be made in writing by completing the Facility Booking Request Form and submitting it by e-mail to acbookings@trentu.ca. Reservations will be accepted up to ten (10) working days prior to a proposed event. Reservations with less than ten (10) working days advance notice will be accepted to the fullest extent possible, given resources available.

7.2 Fee Waivers:

The Athletics Department will consider requests for facility rental fee waivers to provide in-kind support to local charitable organizations for events that support public health and safety, youth development, or local fundraising efforts. In addition, fees may be reduced to reduce financial barriers for local organizations who work with the Athletics Department in support of an active, engaged and energized community.

The Athletics Department will grant complimentary space up to a maximum of three (3) registered charity organizations in each calendar year. Requests for complimentary space will be considered on a first-come, first-served basis. Any set-up requirements, cleaning, or staffing that may be needed for an event will be at an additional cost to the charitable organization.

7.3 Rental Fees for Facility Space and Equipment:

The charges that user groups are required to pay when making use of Athletics Department space, facilities and equipment are determined based on the category of the user group as defined under Section 5.0 above (e.g. 1) Accredited student group, 2) Trent University Departments, 3) Registered Charity, and 4) External Organizations. The current fee structure is posted and maintained on the Trent Athletics website at <https://www.trentu.ca/athletics/welcome/facility-rentals>.

7.4 Equipment Rental: Additional equipment fees will be charged for items such as tables and chairs, sports equipment, and audio/visual equipment. Requests for the use of equipment must be included in the Facility Booking Request. Equipment fees will be assessed based upon group size and requirements.

7.5 Set-up & Labour Charges: Set-up for space, including tables/chairs or other equipment, must be requested at time of booking. Additional fees will be assessed for events requiring set-up, based upon group size and set-up requirements. Any additional costs associated with a rental will be passed on to the renter. In addition to set-up fees, examples include custodial, security, supervisor or maintenance needs. Rentals outside normal operating hours of the Centre will be charged for all staffing costs.

7.6 Mandatory Event Management: The Athletics Department reserves the right to require mandatory event management by Athletics Department staff at events or recreational/sport activities, based upon: expected attendance, nature of event, facility

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type, or security and public safety concerns. If it is determined that mandatory event management is required for a rental group, labour and other charges will be at the cost of the renter.

- 7.7 Custodial Services: Bookings that require additional cleaning or garbage removal, will have additional charges added to the contract, which will be at the cost of the renter.
- 7.8 Audio-Visual Services: Any arrangements for audio & visual services are the responsibility of the Client. Any equipment or set-up that will be used in the Athletics Centre must be communicated at the time of booking.
- 7.9 Catering: We encourage users to consult with the café provider, Planet North, for their catering needs. Alternatively, external catering service may be used, or individuals/groups may bring their own food/drinks into the Athletics Centre. It is expected that all catering service items will be removed from the facility at the completion of the event, or an additional clean-up fee may be assessed and applied to the final invoice.
- 7.10 Parking: Parking arrangements and related fees are the sole responsibility of the renter. The Athletics Department will not be held responsible for any parking tickets incurred by the renter.
- 7.11 Use of Outside Contractors/Vendors: If any user wishes to utilize an outside vendor for event support (i.e. décor, lighting, sound, staging, tables and chairs, etc.), that vendor must be approved in advance by the Athletics Department. All outside contractors and vendors will be expected to satisfy mandatory insurance requirements or other requirements instituted by Trent University. The Athletics Department reserves the right to refuse the use of any outside vendor at any time for any reason.
- 7.12 If the Athletics Department requests, the user shall maintain in force, at their expense and for the period of time it uses the facilities or equipment, a comprehensive general liability insurance policy in a form and with limits satisfactory to the University, covering bodily injury and property damage, with inclusive limits of at least two million dollars per occurrence, which policy shall contain a cross-liability clause and name the Board of Governors of Trent University as an additional insured. The user shall provide evidence of such coverage satisfactory to the University upon the University's request.
- 7.13 Rental Payment & Refunds:
- Deposits of 10% are required at the time of booking to confirm the rental agreement.
 - All rental payments are due in full net 30 days following the event (or last day of a booking where one or more dates are booked).
 - Contracts over \$1,000 require a payment schedule, which will be specified in the rental contract.
 - A fee of \$25 or 10% of the full rental fee (whichever is greater) will apply for cancellations made within 10 days of the scheduled booking.
 - Payments may be made by cash, cheque, Visa or Mastercard. Any cheques returned "non-sufficient funds" will be subject to a \$40 administrative fee.
- 7.14 Inclement Weather: In the event that inclement weather occurs, and the University is closed, clients will have the option of rescheduling. Clients are responsible for notifying

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all participants if a booking or event is closed due to inclement weather.

- 7.15 The Athletics Department reserves the right to cancel a booking and to revoke any rights and privileges that may have been granted for facility use to an individual or group at any time without cause, notice, penalty or payment.

7 Safety and Access Control

- 8.1 Due to the many demands for facility use, and bearing in mind statutory requirements, the Athletics Department must ensure the safety and security of all guests at all times. The Director, Athletics & Recreation may request the provision of supervisory staff at his/her discretion or oversight for additional supervision by Trent University Security Department. Any costs associated with this will be the responsibility of the renter.
- 8.2 Access Control: Groups renting space in the Athletics Centre may be required to provide a list of individuals who will be in attendance during the rental time. This list must be submitted to the Athletics Centre 48 hours ahead of an event. All participants of the group must check-in at the Sales Centre desk to verify that they are on the list of attendees and thereby, are entitled to access the facility.

Groups that rent the Athletics Centre facilities over an extended period of time, will be provided with swipe cards for their members to access the facility, identified as a rental group, to distinguish from member privileges or access in the facility.

- 8.3 School Groups: School groups that arrive together will be admitted as a group, under the responsibility of the teacher and other chaperones visiting with the group.
- School groups that have students arriving individually must provide a list of the students in attendance (first names with initial for last name only, i.e. Joe S.). The students must check in at the Sales Centre desk to verify that they are on the list of students entitled to access the facility.
 - School groups who will be visiting the Athletics Centre over an extended period of time, and have students that will be arriving individually, will be provided with swipe access cards.

8 Facility Use Responsibilities

- 8.1 All individuals and groups booking spaces for rent (or at no cost), which are operated by the Athletics Department, must adhere to the procedures and guidelines outlined in the Facility Use & Allocation Policy, as well as provisions listed in the Department of Athletics & Recreation Facility Rental Agreement.
- 8.2 Individuals and groups may only access the facility space identified in their Facility Rental Agreement. If use of another facility space is needed at the time of the rental, this must be requested through the Sales Centre and will be based on the availability of space and the discretion of staff. All charges for the additional space will be billed to the individual or rental group.
- 8.3 The Athletics Centre and the Justin Chiu Stadium are smoke-free facilities.
- 8.4 Unless specified in the Rental Agreement, locker and towel service is not available to rental groups but may be included as an additional fee.

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- 8.5 No alcohol is permitted on the premises, unless approved as part of the Rental Agreement.
- 8.6 Pets are not permitted inside the Athletics Centre or in the Justin Chiu Stadium, except for service animals.
- 8.7 Please refer to Appendix “A” for responsibilities of individuals and groups renting the artificial turf field at the Justin Chiu Stadium.

Contact Officer

Assistant Director, Customer Engagement & Operations

**Trent University
Department of Athletics & Recreation
Responsibilities for Use of Artificial Turf Field at Justin
Chiu Stadium**



APPENDIX “A”

This guideline outlines responsibilities for individuals and groups renting the artificial turf field at the Justin Chiu Stadium, Trent University.

Guidelines

- All users must respect the start and end times as outlined in their contract.
- Maximum cleat size of 13mm (1/2”) or less for all activities.
- Rugby shoes must be fitted with safety studs.
- Moulded soccer shoes are recommended.
- Nothing may be inserted into the field (eg. Posts, poles, wickets, etc.)
- Recreational track is suitable for wheelchairs, walkers and rollerblades.
- Softball/baseball is not permitted.
- Teams should change in designated changerooms, not outside.
- All users must receive prior approval from the Athletic Department before bringing any portable nets or heavy equipment on the field (balls excluded).
- For safety and for the sport teams spectators/parents must remain in the bleachers or on the grass areas on the east side of the field.
- Spectators are not permitted on the track or rock wall while activities are in progress.
- No smoking, pets (other than service animals), bicycles, or skateboards permitted.
- No food, gum, or sunflower seeds on the field
- Please use the bicycle racks located at the entrance to the Athletic Complex.
- Help us keep our facility clean. Use the receptacles provided for garbage and recycling.
- When the field is in use, the track is closed to prevent collisions and ball injuries.
- For your safety, please stay off the field, track, and bleachers if thunder and lightning are occurring or imminent.