

BOOKING INFORMATION

2024 Indoor Booking Information



Schedule of Dates – updated December 2023

A minimum of three business days is required for new or additional booking requests.

The indoor facility booking schedule will be separated into two seasons:

- Fall/Winter: September 1, 2023-March 31, 2024
- Spring/Summer: April 1, 2024-August 31, 2024

Monday, January 8, 2024

- Deadline to confirm past use for 2024 floor season
- Apply for special events guelph.ca/specialevents
- Submit requests for changes or new time

Tuesday, January 16, 2024

- Rental agreements for 2024 season time sent to customer

Wednesday, January 31, 2024

- Deadline to return signed rental agreements and insurance
- New and one-off requests accepted for use between April 1 and September 1, 2024.

Friday, March 1, 2024

- Payment for indoor facility space used in April due (all future seasonal payments are due on the first day of the month prior to use)

Saturday, August 31, 2024

- Last booking date for Spring/Summer season

Booking Specific Information

- All amendments and cancellations must be submitted in writing.
- A minimum of three business days is required for processing new or additional requests.
- Requests for rentals must be submitted by the organization's designated scheduler/authorized signatory as indicated on the Organizational Information form.
- Customers must not access the facility prior to hours specified on the contract.
- Minor/youth participants/players must not be in the facility without being accompanied/supervised by a coach or adult.
- Teams may not run in facilities for "warm ups" to protect the safety of all facility patrons. The use of sticks, pucks or balls in the hallways or bench area is strictly prohibited.

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Location-specific Information

Guelph Sports Dome

- One hour of turf rental is 55 minutes in length. Users must not access the turf prior to the hours specified on the contract.
- Any equipment or activity that will potentially damage the turf, lights, or dome structure are not permitted (for example – golf clubs, golf balls, field hockey sticks, metal spike football/rugby/soccer cleats, hitting baseballs and archery).

West End Community Centre Gym

- The City will provide basketball nets and volleyball poles for rentals.
- Customers will be required to provide all their own equipment including balls, nets, rackets, and soccer nets.
- Users are not permitted to use the equipment in the storage room.

Community Rooms

- Users need to bring their own programming equipment.
- Projectors and screens are available in most meeting rooms. Customers will need to bring their own cords.

General Facility Regulations

- Rental customers and their users must maintain and uphold the values identified in the City's Community Plan and the Strategic Plan.
- The rental time can only be used by the organization listed on the rental agreement, except for a pre-approved special event.
- The City will not approve requests to rent or book facilities for individuals or organization groups that promote hatred, violence, racism, or discrimination of any kind.
- Use of facilities adheres to the principle of public access and provides a safe and welcoming environment for all while ensuring event participants, patrons and city assets are safeguarded.
- The applicant shall be responsible for the conduct and supervision of those affiliated with the group.
- Any user not in compliance with provincial or federal legislation or any City of Guelph policies or bylaws will forfeit their rental time.
- All City facilities are designated smoke free facilities. This refers to ALL tobacco and smoking products, including smokeless tobacco, electronic cigarettes, cannabis and chewing tobacco.
- Alcoholic beverages and illicit drugs are NOT permitted in any City Facility without the appropriate permits. Groups not complying will forfeit their rental times and the time will be re-allocated.
- All facilities shall be left in an acceptable condition or extra charges for damage or excessive clean-up shall be charged to the permit holder. Permit holders will be notified of additional charges.

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- No players, coaches, parents, or spectators are permitted to be on any facility/playing surface when staff perform maintenance. Staff will cease operations and will not resume until the facility/playing surface is vacated.

Facility Allocation

Facility Allocation The following scheduling sequence is based on the process principles and will be used to allocate new or newly available facility space:

- City of Guelph Recreation Programs and Services
- Youth Resident Users - Seasonal
- Senior Resident Users - Seasonal
- Adult Resident Users - Seasonal
- Commercial Resident Users - Seasonal
- Recurring Resident Users – Annual
- New Requests from Resident Users
- Non-Resident Users

The City will take every measure to accommodate all user needs and requests. However, the City does not guarantee the automatic renewal of rental time.

Our complete allocation process can be found online at

<https://guelph.ca/living/recreation/facility-rentals/#facility-allocation-process>

Special events and tournaments

- A Special Event or Tournament application must be filled out for each tournament and/or special event that you are booking. Apply at guelph.ca/specialevents.
- Meeting rooms within the facility are available to rent as part of your event.
- Organizations hosting tournaments will post a site convener at each facility for the tournament's duration. Names and contact information for each convener will be provided to the City one (1) week before the tournament.
- At Recreation Services' discretion, the organization may be required to hire and pay for dedicated staff and security.
- Any tournament vendors must be identified and pre-approved through the special event process.
- Depending on the particulars of your event, additional permits and conditions may be required.
- Staff will work with you to coordinate and support your event.

Cancellation Policy

- Refunds are given to users that provide written notice at least **30** calendar days advance of the booked date.
 - Within **30** days, no refunds will be issued, and no amendments will be refunded
 - Cancellations between 15 and 30 days of booking date will be permitted to reschedule to a mutually agreed upon available date within the current season. No refunds will be permitted on the amendment

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- Groups receiving the youth facility discount will be charged at the regular non-discounted rate for all unused time
- Bookings that are consistently cancelled or not used will be removed from the following year's allocation

Rental Agreements

- Signed rental agreements and insurance forms must be received by the date specified by your Booking and Events Coordinator to secure your rentals.
- All coaches or persons in charge at a location are to carry copies of the signed rental contracts as they must be produced onsite upon request.
- The person/officer signing the rental contract warrants that they have the authority to book facilities, sign contracts, and legally bind the organization or group.

Liability Insurance

- All groups must have Liability Insurance coverage. Your coverage must be a minimum of \$2,000,000 (\$5 million for special events) Commercial General Liability with the City of Guelph named as additionally insured and must remain in force throughout the duration of your rental contracts.
- The City works with a third party to insurance coverage. Please indicate this preference on your booking request form.

Payment terms and schedule

- Tournaments & Special Events: Payment must be received in full at least two weeks prior to the start date.
- Regular season bookings – payment is due on the first day of the month prior to use.
- Regular season bookings – groups not in good standing will be required to pay in full at the time of booking or at such time as they fall into arrears.