

POLICY AND DIRECTIVES		
Facility Bookings (non-ice)		
#REC5.0	Date Approved/ Resolution # August 22, 2007 May 27, 2019      2019 087	Date Revised: May 27, 2019

**Purpose:**

To ensure that there is a policy with procedures that Recreation, Parks and Culture can Use to coordinate, schedule and operate facilities in a way that best meets current and Future user needs.

**Policy:**

Recreation, Parks and Culture shall have in place a facility booking policy to offer a system of distribution of recreation facilities to the various users within the City of Thompson.

**Scope:**

This policy shall pertain to the following areas:

- Mary Fenske Boardroom
- Multi-purpose Room
- Tournament Room
- Norplex Pool Meeting Room
- Arena Lobby
- Outdoor Park Buildings
- Outdoor Fields and/or Parks
- Norplex Pool

**Priority:**

Facilities will be booked on a first come basis. Allowances may be made for special events.

**Allocation Authority:**

All allocation authority shall reside with the Director, Recreation, Parks & Culture or designate.

**Method of Allocation:****Requests:**

All requests shall be submitted in writing to the Facility Coordinator or the Jr. Clerk (Norplex Pool) using the **Facility Request Form**. The Facility Coordinator or Jr. Clerk (Norplex) will contact each organization by letter in March for spring/summer events and September for fall/winter events.

**Approval:**

The Facility Coordinator and/or Jr. Clerk(Norplex) shall review all requests and enter the information into the master schedule. A **Permit Letter** will be issued stating the time, Location, equipment needed for the event and anticipated costs. Copies of the permit letter shall be sent to the renter. Both the request and the permit letter will be placed in the permit binder for future reference. The Facility Coordinator shall inform the Mayor's office of any events taking place at MacLean Park prior to approval. **All changes to facility bookings must be coordinated through the Facility Coordinator.** User groups may not transfer or reassign their allocated rental time nor may they give use or permission to any person, group or association without the consent of the Recreation Coordinator.

**Cancellations:**

A minimum of 48 hours notice must be given to the Department when canceling a facility booking. Groups renting facilities during weekends or holidays must contact the Department by 12:00 noon the Wednesday prior to any weekend/holiday bookings. All cancellations must be submitted to the Facility Coordinator. Groups giving less than 48 hours notice will be charged for the scheduled rental time unless an alternate renter can be found. Associations incurring no-show hours will be charged for the scheduled hours that were unused.

**Event cancellations:**

All groups wishing to cancel their event booking must contact the Recreation coordinator (10) days in advance. The user group will be billed for the facility time if the Thompson Recreation Department is not notified in the specific time frame, unless some other group picks up the time.

**Access:**

**During evenings and weekends Recreation Department staff shall have final authority over the schedule and shall grant access based on the posted schedule only.** Recreation Department employees are unable to make changes to the schedule at any time. Any discrepancies will be brought to the attention of the Recreation Coordinator the next business day.

**Fees:**

Fees and charges are established through the budget process and are approved by City Council. Any federal or provincial taxes charged, remain outside the City of Thompson approved fees. These taxes are added to the approved fees and will be charged to the user where applicable. Any changes to the approved fees shall be communicated immediately by the Recreation Coordinator to the user groups. Requests for reductions or waiver of fees must be submitted in writing to City Council as per City policy.

**Invoices:**

User groups will be invoiced monthly for facilities used in the preceding month. . The City of Thompson reserves the right to request groups pay for facilities prior to use. All casual facility rentals must be prepaid. User groups have 30 days to dispute an invoice. After 30 days the invoice is considered correct and is due.

**Failure to Pay:**

Renters with outstanding accounts will be denied booking privileges until outstanding accounts are paid in full.

**City of Thompson**  
226 Mystery Lake Road, Manitoba, R8N 1S6  
Tel: 204-677-7910  
www.thompson.ca

27 May, 2019

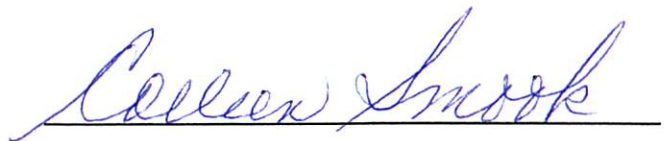
**RESOLUTION**

**Resolution # 2019 087**

**Moved by:** 

**Seconded by:** 

BE IT RESOLVED THAT Council approve the amended Facilities Booking (non-ice) Policy.



**Mayor**  
**City of Thompson**