



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

COCHENOUR ARENA ICE POLICY AND RENTAL RATES

ALL USER GROUPS WILL BE GIVEN SIX (6) WEEKS NOTICE IF THERE ARE ANY CHANGES.

Definitions

Arena Season: Arena Season shall be October 1st of each year to March 31st of the following year or as approved by the Recreation Supervisor.

Special Events: Special Events are events, which do not take place on a weekly basis; such as tournaments, figure skating carnivals, demonstrations, test days, skate-a-thons, challenge cups, etc. All Special Events must be submitted prior to the commencement of the Regular Season, approved through the Recreation Department and confirmed ten (10) days prior to commencement.

Blocked Time: Blocked Time shall mean ice rental for events that take place on a weekly basis or predetermined times. Blocked Time shall be for the Arena Season.

Tidy: Clean enough so that other patrons may use the facility without staff/patrons having to move items or clean between uses.

1. Rates for the Cochenour Arena are as follows:

a. The Ice Rental Rates are as follows:

High School/Junior A Sports	Practice Time	\$ 67.00/hour + H.S.T.
	Games	\$ 93.00/hour + H.S.T.
Minor Leagues/Use - Hockey/Figure Skating		\$ 65.00/hour + H.S.T.
Adult Leagues/Use - Hockey Commercial/Senior/Recreation/Figure Skating/Pleasure		\$ 91.75/hour + H.S.T.
Public School (classroom)		\$ 2.00/student/adult
Drop In Fees:	Open Skate/Pay to Play 12 yrs. & under	\$ 2.00/person
	13 yrs. & over	\$ 3.00/person
	Family Skate (immediate family only)	\$ 6.00/family

b. Arena Room Rental Rates are as follows:

Room	Rental Rate	Monthly Hydro Consumption
Storage Rooms (Small)	\$ 285.00 /Season + H.S.T.	\$ 85.00/month + HST
Storage Room (Large)	\$ 375.00 /Season + H.S.T.	\$125.00/month + HST

c. Rental Rates for the Arena Board Advertising are as follows:
2018-2020 = \$ 276.00/year + HST. Contract required.

d. Rental Rates for Wall Advertising are as follows:
2018-2020 = \$ 265.00/year + HST. Contract required.



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2. Contracts are required for the above rentals excluding Drop-In. Special Events may cancel your scheduled weekly activity—Do not assume --- Please check the schedule. After a Special Event is completed, the Arena reverts back to the normal schedule. Should a Special Event run over the allotted time, the schedule will be moved forward (clockwise). Any club/group/special event that goes over the allotted time shall be charged for the ice time plus any extra hours worked by the Municipal Staff.
3. All Ice User Groups that schedule Blocked Time shall enter into a Contract with the Municipality of Red Lake. The Ice User Groups shall be billed twice a year (October and January) based on the Contracts. The Ice User Groups must provide to the Recreation Supervisor the name of the designated ice scheduler (including e-mail, phone and fax numbers) by October 1st of each year. A copy of all league schedules must also be forwarded to the Recreation Office by October 1st of each year. All regular leagues must provide Proof of Insurance in the amount of no less than \$2,000,000 liability coverage to the Recreation Supervisor before the Arena Season commences. All copies of insurance shall add the Corporation of the Municipality of Red Lake as additional insured. Cancellation of ice time shall only be applicable if ice time is unavailable due to a facility-related problem (Christmas, March Break, power outage, emergency evacuation, mechanical breakdown, severe weather conditions).
4. The users shall indemnify and hold harmless the Corporation of the Municipality of Red Lake, its officers, members of municipal council, employees and volunteers from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings made, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or attributed to any bodily injury to or death of a person or damage to or loss of property caused by any negligent act or omission on the part of the indemnifying party, its officers, employees, students, agents or volunteers arising out of this agreement.
5. Allocation of ice time shall be given the following priority
 - (a) Local special events, games, playoffs and tournaments
 - (b) Local minor house play and programs
 - (c) Local adult leagues
 - (d) Non-resident(For the purpose of this policy, minor shall include Junior A and under)
6. Scheduled and approved Special Events **must be confirmed or cancelled in writing, during normal working hours, ten (10) days prior to the event.** Please use the attached form 'Special Event Confirmation Sheet' for this purpose. The person who originally booked the facility must make Cancellation Notices of Special Events. Cancellation of Special Events must be received by mail, Tele copier (fax) or hand-delivered to the Recreation Supervisor. Cancellations of Special Events received after the deadline or not following the above-noted procedure will not be accepted by the Municipality of Red Lake and the group will be charged for the rental.
7. Municipal Staff reserve the right to cancel at any time events that are taking place at the facility if the operation of the facility should be deemed unsafe. Municipal Staff reserves the right to evacuate the building at any time due to a safety issue. Every User of the facility is responsible to share with their participants, the Cochenour Arena – Emergency Exits Map.
8. Individual Users requesting ice time shall complete a Contract, **in writing, during normal working hours, ten (10) days prior to the requested ice time.** Please contact the Recreation Supervisor.
9. An hour booking is considered to be 50 minutes or less, dependent on ice conditions. At the 45-minute mark, a warning buzzer will sound. Users must stop and leave the ice after the second buzzer. **NO ONE** shall enter the ice surface until the other user is off the ice, maintenance is completed and the Municipal Staff has indicated that the ice is ready for use by means of the warning buzzer. All items shall be removed from the ice surface and all doors closed. Users will be responsible for damage to the ice resurfacing machine due to objects being left on the ice surface.



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10. In order to avoid any potential future legal action with respect to ice conditions, the flooding schedule for the Block Booking Season will be strictly adhered to and controlled only by the on-duty Municipal Staff. A flood will never be skipped and an additional flood may be performed if the on-duty Municipal Staff feels that it is warranted. The on-duty Municipal Staff will have the authority to make appropriate decisions relative to ice quality and reserves the right to flood the ice at their discretion. It is important to note that an appropriate and productive flood takes 10 minutes to perform. The on-duty Municipal Staff will not be influenced to complete faster floods, which will ultimately provide inferior and potentially dangerous ice conditions. Special Event flooding must be arranged on Special Event Confirmation and may be altered by on-duty Municipal Staff as to ice quality and if special event is running on schedule. This may mean that the Special Event User may have to alter the Special Event to fit into the scheduled time frame.
11. Procedures for Eviction and Suspension within a Municipal Facility will be strictly adhered to.
12. The Cochenour Arena is a **NON-SMOKING** facility. This includes any and all smoking products up to and including e-cigarettes and vaporizers. This policy is strictly enforced. If the policy is violated, the following action will be taken:
 - 1st offence will result in the person being suspended from the facility;
 - 2nd offence will result in the team being suspended from the facility; and
 - 3rd offence will result in the league being suspended from the facility.
13. Propane torches for aluminum sticks, etc. shall not be used on the premises.
14. Arrangements to use the Sound Equipment, Time Clock Controller and Cordless Microphone must be made, and the equipment is to be used by authorized persons only. The person receiving the equipment will be responsible for its return to the Facility Office immediately after the end of the ice rental period. If there are any damages to the equipment, the User will be charged for repairs.
15. Dressing Room keys will only be issued to the Coach, Manager or Supervisor of the activity scheduled. The person receiving the keys will be responsible for its return to the Facility Office. Use of keys is recommended, as the Municipality shall not be responsible for lost or stolen items.
16. All users are required to be out of the dressing rooms within **30-minutes** after using the ice and the dressing room must be left in a Tidy manner—brooms and dustpans are available in the room for cleaning purposes. If the room is untidy or damaged, the individual/organization will be billed for the cost of repairs and or cleaning as each group is responsible for the cleanliness due to limited time between bookings.
17. All participants/spectators are requested to deposit garbage in cans provided in Arena and Dressing Rooms.
18. Red Lake Municipal Alcohol Policy states that the Arena floor surface is only eligible for a Special Occasions Permit for events only during non-skating seasons. ALCOHOL IS NOT PERMITTED IN THE BUILDING DURING SKATING SEASON. This shall be strictly enforced.
19. A pay telephone is available in the Lobby for Public use. Office telephones are restricted to Staff use only.
20. Individuals/organizations causing damage to any equipment/facility will be charged for cost of repairs.
21. All posters, decorations, etc. are to be put up on bulletin boards only. Use of tape, staples, tacks, etc. on walls is strictly prohibited.
22. Where tickets are sold for Special Events, the User shall post a sign with the following: *The facility owners/arena and/or host club/organization shall not be held liable for any injury that may occur on this date. Each patron assumes risks associated with this spectator event/activity.*
23. The User shall prior to the game/event and before the beginning of each period of any sporting event ensure that the following announcement is read over the public address system: *Attention Fans! Be Aware that pucks/balls/sticks/equipment may leave the ice surface at any time which can cause serious injury. Please be aware of the activities on the playing surface at all times.*



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24. Recreation Management reserves the right to provide community programming that benefits the Municipality of Red Lake Residents. This programming will consist of open skate, family skate and pay-to-plays to name a few. These programs may be part of every weekly schedule, but may not include all programs and may be cancelled due to Special Events. All users 18 years and under are required to wear a helmet with face shield for all pay-to-plays.
25. All groups are responsible for arranging and providing security to all major special events/tournaments/games/playoffs/sports camps. The Municipality of Red Lake does not provide security, and is not included in the Contract.
26. The concession is a contracted service at the Arena and the contractor has exclusive rights to sell food in the Arena. No group other than the contractor is permitted to sell food during the season unless permission is given to the user group by the contractor and the Recreation Supervisor.
27. All dishes used in the concession for public use are to be washable/reusable and/or biodegradable.
28. Cell phones shall not be permitted in the dressing rooms.
29. User Facility Agreement Accessibility Checklist shall form part of this policy.
30. It is the discretion of the Recreation Supervisor to change or add to the above policy, as deemed appropriate or necessary.
31. User groups are responsible for its own SOCAN license fees

Recreation Office:
At the Red Lake Community Centre
10 Hammell Road
Red Lake, ON
P0V 2M0

Phone: (807) 727-2089
Fax: (807) 727-3634

Arena:
Red Lake Community Centre
1 William Street
Cochenour, ON
P0V 1L0

Phone: (807) 662-2161
E-mail: recreation@redlake.ca

Mail:
The Corporation of the Municipality of Red Lake
Recreation Department
Box 1000
Balmertown, ON
P0V 1C0

Phone: (807) 735-2096
Fax: (866) 681-2954



COCHENOUR ARENA SPECIAL EVENT CONFIRMATION

Date: _____

Name of Organization League: _____

Billing Address of Organization: _____

Phone Number of Ice Renter: (Home) _____

(Work) _____

(Fax) _____

E-mail: _____

Special Event: _____ Date(s): _____

Special Event Times Are Suitable As Per Schedule: Yes No

If No, Please Indicate Change Below. (If more than one day must include times for all days and if extra ice time conflicts with normal scheduled events you must contact user and get written permission to use ice time as time contracted out and it must be attached.)

Rooms Required: (please check):

- Dressing Room 1
- Dressing Room 4

- Dressing Room 2
- Referee Room

- Dressing Room 3
- P.A. Booth

Special Conditions for Ice Surface and Flood Times: _____

Tables and/or Chairs: _____

Other Items needed (must be signed out through Recreation Office): _____

- Time Clock Controller
- Cordless Microphone

Are you playing music at this event? Yes No

If yes, specific tariffs through SOCAN must be added on to rental.
See Recreation Supervisor for details.

Are you charging an entry fee at this event? Yes No

Any Other Requests? _____

COSTS AND PROCEDURES WILL OCCUR ACCORDING TO COCHENOUR ARENA ICE POLICY AND SOCAN TARIFFS

The Ice Renter agrees to that the following information in this form is true and represents the user group so named and agrees that the Municipality of Red Lake Recreation Management can make the appropriate changes to the ice schedule.

Lessee

I certify I have the authority to bind the Lessee.

Print Name

Date

Recreation Supervisor

I certify I have the authority to bind the Corporation.

Print Name

Date

Office Use: Copy to Arena Staff Date Received: _____



ICE RENTAL AGREEMENT

BETWEEN

THE CORPORATION OF THE MUNICIPALITY OF RED LAKE
(Hereinafter called the Lessor)

AND

Organization (Lessee): _____

Contact Name: _____ Title in Organization: _____

Billing Address: _____

Phone Number of Contact: (Home): _____

(Work): _____

(Fax): _____

E-mail: _____

Individual User:		
Date of Ice Time Requested: _____		
Starting Time: _____	Ending Time: _____	Total Hours: _____
Costs: _____	_____	_____
(Cost Per Hour)	(No. of Hours)	(Sub-Total)
	_____	_____
	(HST)	(Total)
Office Use: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Receipt Given <input type="checkbox"/> Schedule Changed		

Block Booked Time User (October 1st of each year - March 31st of the following year)
See attached for ice time allocation and fees for the duration of _____

Other/Comments: _____

The provisions of this agreement shall be binding of both parties and the respective successors and heirs and all costs and procedures as outlined in the Cochenour Arena Ice Policy and SOCAN Tariffs are applicable.

Lessee

Recreation Supervisor

I certify I have the authority to bind the Lessee.

I certify I have the authority to bind the Corporation.

Print Name

Print Name

Date

Date

Office Use: Copy to Arena Staff Date Received: _____



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

**USER FACILITY AGREEMENT
 ACCESSIBILITY CHECKLIST**

The use of our community facility must ensure that persons with disabilities can fully participate in the event. The following checklist is to be used in the planning, organizing and staging of your event.

ITEM	REQUIREMENTS
Site Parking	Ensure site parking spaces to serve person with disabilities are provided, near main event entrances.
Event Entrance	Ensure no barriers are present or created by the set-up of your event. Use of building entrances supported by power-assist or automatic doors is recommended. Proper signage and lighting should also be in place.
Drop-off Area	A vehicle drop-off area may be required for use by taxis, specialized vehicles, near the main event entrance area.
Registration – ticket sales	Ensure the event set-up accommodates all abilities (lower counter heights – service areas, set-ups).
Accessible Customer Service Policy	The individual accompanying the person with a disability to your event is entitled to free admission. See the Municipal Accessible Customer Service Policy for specific details.
Site Dogs	Allow site dog admitted to your event.
Event Seating	Ensure seating provisions, table arrangements accommodate persons with disabilities.
Food – bar service	Ensure the set-up accommodates all abilities (lower counter heights – service areas, set-ups).
Washrooms	Use of accessible washrooms is required.
Hearing assistive devices	The provisions of hearing assistive devices may be required.