



TOWN OF SUNDRE POLICY

Policy Number:	E-004-00 POL
Policy Name:	Ice Allocation
Replace Policy Number:	332
Related Procedure Number:	E-004-00 PRO
Related Procedure Name:	Ice Allocation
Resolution Number:	274/2016
Approval Date:	September 19, 2016
Next Review Date:	September 19, 2020
Responsible Department:	Community Services

Policy Statement

The Town of Sundre has commitment to fairly and effectively balance the needs of the community, organized groups, and user requests for arena ice rental. This policy will clearly define and communicate how the arena ice surface will be managed, allocated, and distributed.

Purpose for Policy

To manage the arena and its ice resources to ensure optimum usage and programming. This will be done in a manner that will reflect municipal directives, minimize risk and operational issues, as well enhance the overall health of the community. Preference will be given to local residents over non-local residents.

Associated Documents

- Sundre Minor Hockey Association By-Laws and Regulations (7.03 Fan Control)

Responsibilities

Community Services Manager

Is responsible to ensure user groups adhere to the Ice Allocation procedures and maximize ice rental revenue while minimizing facility expenses.

Community Services Assistant

Is responsible for maximizing ice rental opportunities while ensuring zero double bookings by using the Town booking system. The Community Services Assistant issues ice contracts and prepares ice rental invoices as per contracts.

Employees

Are responsible to maintain the ice facility and ensure all facility guests follow the arena rules and regulations.

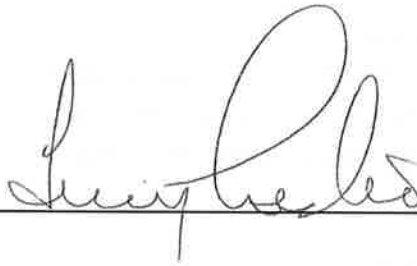
User Responsibilities

- To complete and sign a user agreement prior to facility use;
- To make full payment for the facility rental prior to use;
- To adhere to the facility rules, regulations and policies of the Town of Sundre;
- The permit holder must be in attendance at the facility for the entire rental period and accept responsibility for their guests; and
- To treat the staff and visitors of the facility with respect.

Approval

This revised Ice Allocation Policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

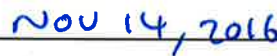
September 19, 2016 Meeting of Council



MAYOR



CHIEF ADMINISTRATIVE OFFICER



DATE