



**POLICY #10240**

**TITLE: Park Policies & Rates**

**ADOPTED BY: City Council**

**ORIGIN: Community and Leisure Services Committee**

**REVIEWED BY: Community and Leisure Services**

**JURISDICTION: City of Humboldt**

**EFFECTIVE DATE: March 24, 1998      AMENDED: April 27, 2015**

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**1.0 PURPOSE**

The City deems it expedient to make policy governing the management, maintenance, improvement, operation, control and use of these properties and facilities to ensure equal opportunity for organization and community members to utilize these recreational facilities and parks.

**2.0 GENERAL POLICY**

- 2.1 Users will be responsible for all damages to park facilities and grounds.
- 2.2 Proof of insurance is required by all sports organizations, major events and high risk rentals and must be supplied to the City of Humboldt Community and Leisure Services Department prior to confirmation of bookings. General Liability is highly recommended for all bookings but not required for General Public Use.
  - Proof of Insurance is a minimum of \$1,000,000.00 General Liability Insurance and should name the City of Humboldt as an additional insured.
- 2.3 If maintenance functions are required, requests for services can be made in writing or in person to the Community and Leisure Services Administration Office at the Uniplex.
- 2.4 Liquor is prohibited unless prior authorization has been received from the City of Humboldt, the RCMP has been notified and all Provincial Liquor regulations have been met.
- 2.5 For special events, security and communication plans are the responsibility of the organizers. Event organizers are required to demonstrate appropriate security operations.

- 2.6 The City reserves the right to evict, cause to be removed, or refuse further bookings or usage to person(s)/group(s) causing willful damage or contravening the Park Regulations.
- 2.7 The User Group agree to pay any amount outstanding to the City and the interest will be added to outstanding accounts in the following manner: two percent (2%) per month to accounts outstanding after thirty (30) days.
- 2.8 The Lessee has the right to dispute charges within 60 days of the invoicing date. Any disputes need to be made in writing and addressed to the Community and Leisure Services Administration Department.

### 3.0 Rates, Fees & Booking Policies

- 3.1 The user fees for usage of the City of Humboldt Parks are detailed in Schedule “A” of this Policy.
- 3.2 General Public are able to book park space without a rental agreement and free of charge without guarantee. User groups who choose to enter into a rental agreement and pay the appropriate fees will have priority over the designated area.
- 3.3 The Parks Department performs routine care and maintenance of all City owned park spaces. Park spaces may get additional attention out of rotation in advance of rentals at the discretion of the Parks Foreman if deemed necessary.
- 3.4 General Public Usage rate refers to general day to day usage and celebrations. For profit events and any event that is considered season sports usage or special events usage does not fall under this category.
- 3.5 The Regular Sport Usage Seasonal rate is per team (up to 20 players) for the season. Seasons last longer than four (4) months may be subject to an additional per team rate.
- 3.6 The Regular Sport Usage Seasonal rate applies to local non-profit organizations that utilize sports fields and park spaces. Regular Sport usage is classified as practices, games, clinics, workshops, sports day or training opportunities. All fees are due prior to usage of the up-coming season.
- 3.7 Special event usage applies to any event held over a one to five day period classified as a tournament, playoff or annual event. Special event rates are not covered under the Regular Sport usage Seasonal Fee. All rates are to be paid in advance, and where the Department feels it is necessary, a damage deposit up to \$1,000.00 can be applied.
- 3.8 The Annual Field and Park Space Users Meeting will be held prior to March 30<sup>th</sup> of each year to set the regular usage and special events for the up-coming season.



After this meeting, a schedule will be set and any future bookings will be on a first-come basis

- 3.9 The park users' representative or an alternate must book fields or park space. The names, addresses and telephone numbers of the representatives must be submitted to the City of Humboldt Leisure Services Administration Office in writing prior to the annual Field Users Meeting.
- 3.10 Cancellation of regular or special events must be made in writing to the Community and Leisure Services Administration Office a minimum of fourteen (14) days prior to the event date. If a cancellation notice is not received, the user will be charged accordingly.
- 3.11 The City of Humboldt reserves the right, due to legitimate emergencies or weather conditions that will damage the fields or park space, to postpone or reschedule any activity, with notice being given to the user group as soon as it is possible.



## CITY OF HUMBOLDT PARKS & FIELD RATES – SCHEDULE “A”

### 1. REGULAR SPORT USAGE (includes Ball Diamonds; Soccer Fields; Football Fields & Rugby Fields):

	2016	2017	2018
Minor/Youth Activities (i.e. Minor Ball, Soccer, Track-and-Field, etc.)	\$13/player	\$16.50/player	\$20/player
Adult Activities (i.e. Slo Pitch, Adult Soccer, Touch Football, etc.)	\$225 + GST/team	\$240 + GST/team	\$250 + GST/team

### 2. SPECIAL EVENT USAGE (includes all park spaces):

	Day Rate	GST	Total Rate
Minor/Youth Activities	\$100 – 2016	\$5 - 2016	\$105 - 2016
Adult Activities	\$125 – 2016	\$6.25 – 2016	\$131.25 – 2016
Out of Town or Commercial Activities	\$550.00 – 2016	\$27.50 – 2016	\$577.50 – 2016

### 3. GENERAL PUBLIC USAGE (includes all park spaces):

	Day Rate	GST	Total Rate
Local Rate	\$125.00 – 2016	\$6.25 – 2016	\$131.25 – 2016
Out of Town Rate	\$225.00 – 2016	\$11.25 – 2016	\$236.25 – 2016