

CORPORATE POLICY

Policy Title:	Adopted By:	Policy Number:	
Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	1 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

1.0 PURPOSE:

This is a comprehensive policy governing all rental spaces within the Humboldt Uniplex facility. The policy provides general expectations of rental groups utilizing the facility, as well as policies governing specific spaces within the facility. The policy is intended to address the expectations of renters utilizing the facility and the rates associated with each.

2.0 DEFINITIONS:

In this Policy:

- 2.1 “City” refers to the City of Humboldt and/or its designated employees.
- 2.2 “City Employees” refers to individuals employed by the City of Humboldt
- 2.3 “Patrons” refers to all individuals within the facility not employed by the City of Humboldt.
- 2.4 “Renter” refers specifically to the individual, group, organization, business or other entity who has entered into a contract with the City of Humboldt to rent a specific area within the Uniplex for a defined period of time.
- 2.5 “Uniplex” refers to the entire public owned facility located at 619 – 17th Street and includes the Aquatic Center, Curling Rink, Convention Center, Elgar Petersen Arena, Fitness Room and all other common spaces located under the same roof.

3.0 GENERAL POLICY:

- 3.1 The City reserves the right to establish facility rules and regulations in line with this policy and with any other Municipal, Provincial and Federal regulations or laws as applicable to the facility and renters are required to adhere to such.
- 3.2 All patrons, regardless of age, agree to use the Uniplex facilities and equipment at their own risk. As such all patrons should know their physical ability and consult a doctor before participating in events or activities if they have any health issues or concerns.
- 3.3 In the event of an incident, accident or loss, all appropriate emergency processes are to be followed and all necessary documentation will be filled out and forwarded to the Uniplex Administration desk.

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Policy Title:	Adopted By:	Policy Number:	
Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	2 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

- 3.4** The renter shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the renter or anyone in attendance on the invitation of the renter.
- 3.5** Security and crowd-control is the responsibility of the renter.
- 3.6** Renters are responsible for the procurement and payment of all licenses, permits and taxes that may be required by virtue of Municipal, Provincial or Federal statute or regulations.
- 3.7** Patrons accessing City provided programming or drop-in usage of the Uniplex must display a valid leisure pass or pay the associated charge prior to beginning the activity.

4.0 BOOKINGS

- 4.1** All bookings within the Uniplex will be coordinated through the Uniplex Administration and are subject to availability and approval by the City.
- 4.2** The City reserves the right, due to emergencies or weather conditions, to postpone or reschedule any activity without notice.
- 4.3** The City reserves the right to cancel programs or close a portion or all of the Uniplex as deemed necessary for maintenance or other circumstances without notice.
- 4.4** The City reserves the right to revoke any rental privileges without previous notice when the public interest so requires, when the character of use is deemed objectionable to the City, or in cases of strikes or acts of God.
- 4.5** For the purpose of determining day rates for rentals, a day is defined as any consecutive fifteen (15) hour period. If additional time is required beyond the fifteen (15) hours, the renter will be charged the hourly rate associated with the room being rented.
- 4.6** For the purpose of set-up and take-down rates for rentals, a day is defined as any consecutive seven (7) hour period. If additional time is required beyond the seven (7) hours, the renter will be charged the hourly rate associated with the space being rented.
- 4.7** Statutory Holiday Surcharge – All pool rentals booked on a Statutory Holiday will be billed at one and one half (1.5) times the posted rate to offset the added cost of lifeguard expenses.
- 4.8** Rental rates include the set-up, take-down of equipment supplied by the Uniplex for each rental. Rates also include on-site staffing during rentals and facility clean-up.

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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	3 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

5.0 BOOKING FEES

- 5.1** A non-refundable booking fee based on rental value (see chart below) is required within seven (7) days of a booking. If the fee remains unpaid after seven (7) days without prior arrangement, the booking will be removed from the system. When, at the time of booking, the rental date is less than seven (7) days away, the booking fee will be required at time of booking.

Invoice Total	Non-Refundable Booking Fee Required
\$30.00 - \$100.00	\$25.00
\$100.01 - \$200.00	\$50.00
\$200.01 - \$400.00	\$75.00
\$400.01 - \$700.00	\$100.00
\$700.01 - \$1000.00	\$200.00
\$1000.01 - \$5000.00	\$500.00
\$5000.01 - & Up	25% of Total Rental

- 5.2** The City reserves the right to exempt selected groups from paying non-refundable booking fee as determined by the Director of Community and Leisure Services.

6.0 CANCELLATIONS

- 6.1** All cancelled rental times for all facilities within the Uniplex revert back to the City for rental purposes. Subletting is not permitted by any facility user, unless permission is provided in writing from City.
- 6.2** Bookings in the arena can be cancelled without penalty if done so in writing to the City prior to 5:00pm of the deadline day. Cancellations past the deadline dates will be charged the full rate of the rental. The deadlines for ice cancellations are as follows:
- 6.2.a** 10 days in advance for Special Events
 - 6.2.b** 5 days in advance for regular bookings
 - 6.2.c** 2 days in advance for playoff games
- 6.3** Any requests for cancellation of non-arena rentals must be received at least seven days in advance of the rental date.

CORPORATE POLICY

Policy Title:	Adopted By:	Policy Number:	
Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	4 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

7.0 BILLING

- 7.1 Rates applicable to each rentable space within the Uniplex are located in the appendixes attached to this policy. Rates are subject to applicable taxes.
- 7.2 The renter agrees to pay any outstanding balance owing to the City within thirty (30) days and understands that the City reserves the right to add interest of two percent (2%) per month on all outstanding accounts after thirty (30) days.
- 7.3 Renters have the right to dispute rental charges within thirty (30) days of the completion of the rental. All disputes must be made in writing and addressed to the Community and Leisure Services Administration.
- 7.4 Any damage to the facility, its equipment or surrounding areas and/or any time needed for excessive cleaning or maintenance will be the financial responsibility of the renter and will be invoiced accordingly.

8.0 REFUNDS

- 8.1 Non-Refundable booking fees are required to rent the Uniplex Facility. The only case in which these fees are refunded is in the event that the City cancels the rental due to maintenance, emergency or other circumstances where the renter is not at fault.
- 8.2 The City reserves the right to provide pro-rated refunds on Leisure Passes or to extend the expiration date of passes as a result of prolonged closures or restricted access to facilities or activities.
- 8.3 Refunds for program withdrawals will be provided for all cancellations made seven (7) days prior to the program start date. A \$15 admin fee will be charged on all refund or transfer requests. Refunds requested within seven days of the start of a program will be charged the admin fee and refunded fifty (50) percent of the program fee. No refunds will be issued after the start date of a program, except for medical reasons (doctor note required).

9.0 INSURANCE:

- 9.1 Depending on the nature of the rental, groups may be required to provide proof of insurance prior to the date of their rental. This includes all rentals deemed to pose a higher risk to participants, spectators and/or the facility itself.
- 9.2 Organized sporting groups utilizing the facility will be required to provide proof of General Liability Insurance.

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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	5 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

- 9.3** The City reserves the right to require the renter list the City of Humboldt as an additional insured.

10.0 FOOD AND BEVERAGE

- 10.1** The City reserves the right to govern food and beverage services throughout the Uniplex by any means deemed appropriate by the Community and Leisure Services Department.
- 10.2** All renters, individuals, groups, caterers providing food and beverage services must ensure that they comply with all local, provincial and federal guidelines and regulations pertaining to consumption of food and beverage in public facilities, including temporary food permits, liquor permits and any other safe food handling guidelines.
- 10.3** It is the responsibility of users, renters and caterers to inquire about the availability of equipment and materials available for the preparation and provision of food and beverage services within the Uniplex.
- 10.4** All renters of the Uniplex will be required to sign, as part of their rental agreement, acknowledging that they understand that they are responsible for all the health and safety associated with all food and beverage provided by the renter and not purchased from the City.

11.0 DISCIPLINE:

- 11.1** Consequences for individuals or groups acting in a manner that is deemed unacceptable or unlawful within the Uniplex will be governed by #10150 Customer Code of Conduct Policy.

12.0 UNIPLEX EQUIPMENT

- 12.1** The use of Uniplex equipment (including audio/video, staging, chairs/tables, coolers, curtaining, linens, etc.) are included in the room rental rates outlined within this policy.
- 12.2** Administration reserves the right to restrict the use of specific equipment to specific areas within the facility to ensure operations where inventory restrictions require.
- 12.3** Equipment requested for use outside of the Uniplex will be restricted to the assets listed in Appendix F: Uniplex Rentable Equipment, at the rates outlined.
- 12.4** The City intends to only list rentable equipment that is otherwise unavailable or not easily accessible within the community. The City wishes to encourage local providers to develop and maintain such rental services within the community.

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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	6 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

- 12.5** Equipment not listed on the Uniplex Rentable Equipment appendix will only be permitted for use outside of the Uniplex Facility if it is authorized by the Director of Community and Leisure Services.

CORPORATE POLICY



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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	7 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

APPENDIX A: ARENA AND CURLING RINK RATES

ARENA (Ice Rentals)	2022	2023	2024
Youth/Minor Sports	\$128/hour	\$135/hour	\$142/hour
Adult Sports	\$185/hour	\$190/hour	\$195/hour
Out-of-Town Users	\$230/hour	\$235/hour	\$245/hour
ARENA (Ice Covering)	2022	2023	2024
Local Commercial Activities	\$1500/day	\$1550/day	\$1600/day
Out-of-Town Commercial Activities	\$1750/day	\$1800/day	\$1850/day
Cost of laying/picking up flooring/event	\$1650	\$1700	\$1750
ARENA (Dry Floor Rentals)	2022	2023	2024
Dry Floor Sports Activities	\$50/hour	\$50/hour	\$50/hour
Out-of-Town Dry Floor Sports Activities	\$70/hour	\$75/hour	\$80/hour
Out-of-Town/Commercial Rentals	\$1550/day	\$1550/day	\$1550/day
Commercial Rentals (Set-Up/Take-Down)	\$775/day	\$775/day	\$775/day
Local Non-Profit Rentals	\$1050/day	\$1050/day	\$1050/day
Local Non-Profit (Set-Up/Take-Down)	\$525/day	\$525/day	\$525/day
ARENA (Public Skating Rates)	2022	2023	2024
Pre-School (0-6 years)	Free	Free	Free
Children (7-11 years)	\$4.75	\$4.75	\$5.00
Student (12-18 years)	\$5.75	\$5.75	\$6.00
Adult (19+ years)	\$6.75	\$6.75	\$7.00
Group Rate (up to 4 patrons – any age)	\$13.50	\$13.50	\$14.00
Additional Patrons with Group	\$2.75	\$2.75	\$3.00

CURLING RINK (Dry Floor Rentals)	2022	2023	2024
Local Sports Activities	\$35/hour	\$40/hour	\$40/hour
Non-Local Sports Activities	\$70/hour	\$75/hour	\$80/hour
Out of Town/Commercial Rentals	\$1150/day	\$1150/day	\$1150/day
Out of Town/Commercial (Set-Up/Take-Down)	\$575/day	\$575/day	\$575/day
Local Non Profit Rentals	\$625/day	\$625/day	\$625/day
Local Non-Profit (Set-Up/Take Down)	\$312.50/day	\$312.50/day	\$312.50/day

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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	8 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

APPENDIX B: AQUATIC CENTER RATES

DROP-IN RATES	2022	2023	2024
Pre-School (0-6 years)	FREE	FREE	FREE
Children (7-11 years)	\$7.50	\$7.75	\$8.00
Youth (12-18 years)	\$8.50	\$8.75	\$9.00
Adult (19+ years)	\$9.50	\$9.75	\$10.00
Group Rate (up to 4 patrons – any age)	\$23.00	\$23.50	\$24.00
Additional Patrons with Group Rate	\$4.50	\$4.75	\$5.00
POOL RENTAL FEES	2022	2023	2024
Hourly Pool Rate	\$95/hour	\$105/hour	\$115/hour
Extra Lifeguard	\$37/hour	\$40/hour	\$45/hour
LESSON RATES	2022	2023	2024
30 Minute Lessons	\$65/session	\$65/session	\$68/session
45 Minute Lessons	\$73/session	\$73/session	\$75/session
60 Minute Lessons	\$78/session	\$78/session	\$80/session
Private Lessons (30 mins)	\$40/session	\$45/session	\$50/session
LOCKER RENTAL	2022	2023	2024
1 Year	\$45/year	\$45/year	\$50/year
6 Month	\$30	\$30	\$35
Monthly	\$8/month	\$8/month	\$10/month

APPENDIX C: FITNESS ROOM

DROP-IN RATES	2022	2023	2024
Drop-In (12-18 years)	\$8.50	\$8.75	\$9.00
Drop-In (19+ years)	\$9.50	\$9.75	\$10.00

CORPORATE POLICY



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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	9 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

APPENDIX D: CONVENTION CENTRE RATES

RENTAL RATES (Hourly)	2022	2023	2024
Jubilee Hall	\$210.00	\$210.00	\$220.00
Jubilee A	\$55.00	\$55.00	\$58.00
Meeting Room #1	\$45.00	\$45.00	\$48.00
Meeting Room #2	\$49.00	\$49.00	\$52.00
Meeting Room #3	\$54.00	\$54.00	\$57.00
Large Meeting Room (#1,2 & 3)	\$130.00	\$130.00	\$135.00
Board Room	\$31.00	\$31.00	\$31.00
Multi-Purpose Room	\$54.00	\$54.00	\$57.00
Curling Rink Lounge	\$85.00	\$85.00	\$90.00
RENTAL RATES (Daily Use)	2022	2023	2024
Jubilee Hall	\$1045.00	\$1045.00	\$1100.00
Jubilee A	\$190.00	\$190.00	\$200.00
Meeting Room #1	\$160.00	\$160.00	\$170.00
Meeting Room #2	\$170.00	\$170.00	\$180.00
Meeting Room #3	\$190.00	\$190.00	\$200.00
Large Meeting Room (#1,2 & 3)	\$435.00	\$435.00	\$450.00
Board Room	\$105.00	\$105.00	\$105.00
Multi-Purpose Room	\$190.00	\$190.00	\$200.00
Curling Rink Lounge	\$300.00	\$300.00	\$320.00
RENTAL RATES (Set-Up/Take-Down)	2022	2023	2024
Jubilee Hall	\$525.00	\$525.00	\$550.00
Jubilee A	\$95.00	\$95.00	\$100.00
Meeting Room #1	\$80.00	\$80.00	\$85.00
Meeting Room #2	\$85.00	\$85.00	\$90.00
Meeting Room #3	\$95.00	\$95.00	\$100.00
Large Meeting Room (#1,2 & 3)	\$220.00	\$220.00	\$225.00
Board Room	\$55.00	\$55.00	\$55.00
Multi-Purpose Room	\$95.00	\$95.00	\$100.00
Curling Rink Lounge	\$150.00	\$150.00	\$160.00
SERVICE RATES	2022	2023	2024
Coffee Service (per carafe – 35 cups)	\$36.00	\$40.00	\$40.00

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Uniplex Rental and Rates Policy	CITY Council	10000	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):
Executive Committee	City of Humboldt	April 26th, 2021	10 of 10
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:	
Community and Leisure Services	#10150; #10885	N/A	

APPENDIX E: LEISURE PASS RATES

PASSES (2 Week Trial Pass)	2022	2023	2024
Children (7-11 years)	\$18.75	\$19.50	\$20.00
Youth (12-18 years)	\$21.25	\$22.00	\$22.50
Adult (19+ years)	\$23.75	\$24.50	\$25.00
Family	\$47.50	\$48.75	\$50.00
PASSES (1 Month Pass)	2022	2023	2024
Children (7-11 years)	\$37.50	\$38.75	\$40.00
Youth (12-18 years)	\$42.50	\$43.75	\$45.00
Adult (19+ years)	\$47.50	\$48.75	\$50.00
Family	\$95.00	\$97.50	\$100.00
PASSES (6 Month Pass)	2022	2023	2024
Child (6-11 years)	\$206.25	\$213.00	\$220.00
Youth (12-18 years)	\$233.75	\$240.50	\$247.50
Adult (19+ years)	\$261.25	\$268.00	\$275.00
Family	\$522.50	\$536.25	\$550.00
PASSES (12 Month Pass)	2022	2023	2024
Child (6-11 years)	\$375.00	\$387.50	\$400.00
Youth (12-18 years)	\$425.00	\$437.50	\$450.00
Adult (19+ years)	\$475.00	\$487.50	\$500.00
Family	\$950.00	\$975.00	\$1000.00
REPLACEMENT CARD	2022	2023	2024
Replacement Pass	\$5.00	\$5.00	\$5.00

APPENDIX F: UNIPLEX RENTAL EQUIPMENT

AVAILABLE EQUIPMENT		2022	2023	2024
Staging – Local Non-Profit Use	Per 4'x8' Piece	\$35.00	\$35.00	\$35.00
Staging – Other Local Use	Per 4'x8' Piece	\$50.00	\$50.00	\$50.00
Staging – Out of Town Use	Per 4'x8' Piece	\$70.00	\$70.00	\$70.00