



Village of New Maryland - Policy

Policy Name: <i>NMES Booking Procedures and Regulations</i>		Number: RD-7
Date of Original Adoption by Council: <i>May 20, 2007</i>	Date of Revisions approved by Council: <i>August 17, 2016</i>	
Clerk's Signature:		

Through the Community Use of Schools Agreement with the Department of Education and Anglophone West School District, the Village of New Maryland is able to offer community evening and weekend recreation programs at the New Maryland Elementary School. These programs are offered to the general public under the direction and control of the New Maryland Recreation and Leisure Services Department.

BOOKING PROCEDURES

Booking Time (For rental times after 5:30 pm on weekdays, for the weekends and on holidays)

To make a booking, call the Recreation Coordinator at 458-6094. Prior to each term (September and January) application must be made in writing and submitted to the Recreation Coordinator for scheduling and booking of rental space and time. Rental time is made available to the public weekdays, Monday to Friday 5:30 pm - 10:00 pm and on weekends, Saturday and Sunday from 8:00 am - 10:00 pm (some weekend times are dependent on staffing availability).

Please allow at least two weeks in advance for special bookings, such as tournaments, to allow time to reschedule all other activities, with the exception of the New Maryland Elementary School, which receives first priority. All attempts shall be made to provide as much notice to schedule changes as possible.

PLEASE NOTE: The New Maryland Elementary School receives first priority. In the event of special school activities, groups can be bumped with only a 24-hour notice. All attempts will be made to provide as much notice to schedule changes as possible.

Booking Rental Time (for use during school hours to 5:30 pm Monday to Friday)

To book time during school hours, call the N.M.E.S. at 453-5420.



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USER FEE/RENTAL FEES

In order to recover a portion of the supervision and administration charges incurred in the operation of the N.M.E.S. facility, a rental fee is levied for its use (not applicable to N.M.E.S. operated activities).

All fees will have HST added to the total cost.

Room Rentals

The rental rate for the gym is \$30 per hour for full gym space or \$15.00 per half hour for full gym space.

The rental rate for the following areas: Cafeteria and Art Room is \$15.00 per hour.

Drop In (Village Programs)

To participate in Village Drop-In Programs offered at N.M.E.S including Open Gym or Adult Volleyball participants must pay \$2/per person per visit or show proof of current gym membership card to the Gym Supervisor on duty at the gym.

The cost of a gym membership card for Village Drop-In Programs is \$25 per person per year. The current usage year runs from September, 2016 – June, 2017.

Tournaments/Special Events

Groups who utilize N.M.E.S. gymnasium for tournaments or special events shall be subject to an hourly tournament fee. A tournament is defined as a multi-day booking of gym space, or six or more hours of continuous use of gym space, or when a booking of gym space requires custodial support of which is at the discretion of the Recreation Coordinator.

The tournament rental rate for gym space is \$50 per house which includes full gym access (excluding the stage area), access and use of the time-keeper's clock, tables and chairs. The rental rate also includes access to the cafeteria which may be used for food sales, a canteen



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and/or a rest area for players and attendees. Food is not permitted in the gym or hallway.

INVOICES/PAYMENT

Invoices are issued to recurring user groups at the first of the month for the previous month's use (i.e., September rental times would be invoiced on October 1st). Payment is due upon receipt of invoice. For one-time or non-recurring user groups, payment is to be made up-front when the event is booked and the forms are completed.

Monthly post-dated cheques are accepted and payable on the 1st of each month to the "Village of New Maryland".

An NSF payment is subject to a \$40/administrative fee per occurrence.

Invoices from the previous term must be paid in full prior to use for the next term.

CANCELLATIONS

In the event that your group wishes to cancel gym time for any reason, please telephone the Recreation Coordinator at the Village Office (458-6094), as soon as you are aware of the change, preferably at least two weeks in advance.

In the event that a cancellation is last moment the office should be notified at least 24 hours in advance so that the gym supervisors on duty during the affected time slot(s) may be notified of the change(s).

If a 24-hour cancellation notice has not been given to the Recreation Coordinator, users of the specified gym time will be charged for hours booked but not used. If your group provides proper notice, your group will not be charged for the booking.

If your group cancels a practice or sessions on the weekend or when the Village of New Maryland Office is closed, please contact the Recreation Coordinator's cell number (471-7458) so that this



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information may be shared with the Gym Supervisor staff. This is our procedure for notifying all staff of any changes to their work schedule.

If a group does not cancel and does not show up on time for their gym time, the Gym Supervisor stays for one half-hour into the allotted gym time and is then permitted to leave.

They are not required to wait at the school for a group to show up past that half-hour unless special arrangements have been made with a 24-hour prior notice through the Recreation Coordinator. No shows will still be charged for their booked rental time.

If school is closed during the day due to inclement weather, all activities are canceled that evening; however, if school is cancelled due to a Professional Development Learning Day or other administrative closure, the user groups for that evening will **NOT** be affected. **The Village of New Maryland reserves the right to close the facility and cancel programs based on weather conditions at any time.** All closures and activities are posted on the Recreation Hotline 451-4732, on a per situation basis. Please check this line and distribute the information to your participants or have your participants check the line. You may also contact the Recreation Coordinator's cell at 471-7458 to confirm.

All groups are advised that bookings may be changed or bumped due to School priorities and other special bookings such as tournaments. All attempts will be made to satisfactorily reschedule your event and staff will strive to give as much advance notice as possible.

LIABILITY

Groups using N.M.E.S. do so at their own risk. Groups are required to sign a liability release form in order to use the facilities. Groups are required to provide proof of insurance in the form of an insurance card or letter signed by the association providing coverage.



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RULES AND REGULATIONS

Clothing

No outdoor footwear (sneakers, boots, shoes, etc.) is permitted in the gym. Black soles are **NOT** permitted in the activity area.

All Outdoor Footwear must be removed in the entranceway of the Facility for participants and spectators.

No boots are permitted in any area of the school.

Proper gym wear is compulsory for activities such as sneakers, t-shirt, shorts, or sweats.

Equipment

Equipment is available for sign-out through the gym supervisors and should be used with care. Equipment that is damaged, lost, stolen or misplaced will result in loss of gym time and restitution will be required. It is advisable to bring your own equipment because most N.M.E.S. equipment is designed for small children (not suitable for adults) and is unavailable to renters.

The Equipment Room is out of bounds; ask supervisor for assistance.

Cafeteria and other areas are out of bounds unless specifically booked.

Spectators at your activity must remain in the area that is provided for them.

If bleachers, chairs and/or tables are to be used for your activity, it is **YOUR GROUP'S RESPONSIBILITY** to see that they are returned to their proper location.

Other

Absolutely no smoking or alcoholic beverages are permitted in the school. Non-compliance will result in automatic loss of rental time.



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No food or drink is permitted in the gymnasium area.

One representative from each group should report to the supervisor in charge to indicate that the group is present and make requests for necessary equipment. All equipment must be returned and signed for at the end of the activity period.

The gymnasium **cannot** be used for the purposes of ball hockey.

Groups are responsible for supervising the participants in their program.