

# **HEPBURN AND DISTRICT ARENA**

## **Policy manual**

### **1) ARENA**

The Hepburn Arena and District Association was formed in 1973 with the construction of the arena. The purpose of the Arena is to provide a safe and enjoyable environment for patrons who wish to participate in activities in the facility or who wish to come to watch the various activities. Further, the management of the Arena believes that people participate for fun, enjoyment and the thrill of competition. Therefore, management seeks to provide an environment which enables this to happen.

### **2) ARENA USE GUIDELINES**

- a) Everyone entering the arena is asked to act in accordance with the regulations and rules posted. Arena Staff and volunteers are responsible for ensuring that the regulations are adhered to by the patrons. A staff member or volunteer is required to be on duty to ensure the safety of patrons, secure the facilities, and assist persons, groups or organizations during public functions.
- b) The arena staff reserves the right to remove from the facility any person for a discretionary period of time with cause. Rowdiness, horseplay, running, foul language, physical violence, and other such acts that disrupt others enjoyment of the event, by our patrons, or compromises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately damaging the facilities will be responsible for repairs to those damages. Depending on the extent of damages, suspension from the facilities and criminal prosecution of the individual(s) will be at the discretion of the town.
- c) Consumption or possession of alcohol or illegal drugs is not allowed on the premises of the facility, unless approved by town council and an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority. (Alcohol and Gaming Regulation Act, 1997 Public places 107(1))
- d) Smoking and smokeless tobacco are not permitted on the premises of any recreational facility.
- e) The town of Hepburn and employees will not be held responsible for loss or theft of articles in and on the arena facility properties.

### **3) ICE RENTAL PRIORITY**

The youth of this community utilize this facility through the minor hockey system, figure skating club and the school system. Whenever possible these organizations or other youth groups should be granted scheduled hours that will provide suitable hours for their activities. Preference may be given to local groups.

All scheduling arrangements will be made through the Arena Manager. The Arena Manager has the authority to initiate changes to the schedule for special events, ice conditions/ maintenance and activities. Effort will be made to provide at least 48 hours' notice to the affected group and they will receive replacement time, when available. Any group or organization may rent the ice at the going rate providing the time is available.

Priority of use will be based on, but not limited to, the following categories:

- a) Town Programs and town sponsored events. (i.e. Winter fest)
- b) Minor Sports Groups
- c) Adult Programs (senior, intermediate, recreational, etc.).
- d) Public Skating Events.
- e) Casual ice rentals

Booking can be made by emailing the arena operator or by calling the arena operator.

Contact info

Email: arena@hepburn.ca

Phone: 306.947.2173

Cell: 306.947.7666

#### 4) ARENA FEES

Rental Rates for ice times will be set by resolution of Council. This is to include all public skating rates and all rental rates for youth teams, clubs or events, public skating, local teams, out of area teams or any other special function. Ice time will be rented on a first-come, first-served basis for all times not previously scheduled by regular user groups.

##### a) Rental Rates

All ice time will be sold in block times based on a 60 min block. Each group will be responsible for the use and payment of the ice from the start to the end of their block. Ten minutes will be set aside after each ice time for ice maintenance when deemed necessary.

##### ➤ Ice Rentals:

- Local youth teams, clubs or events \$90.00 per hour
- Out of area youth teams, clubs or events \$100.00 per hour
- Local adult teams, clubs or events \$120.00 per hour
- Out of area adult teams, clubs or events \$125.00 per hour

##### ➤ Tournament Rates

- Youth tournament \$800.00 12 hr. max
- Adult tournament \$1080.00 12hr. max

##### ➤ Non Ice Rentals:

The arena may be made available for rental during non-ice times. Renters are responsible for any damages and cleaning all areas of the facility which they use. A \$75.00 cleaning deposit is required at time of booking.

- Lobby and kitchen \$150/day \$25/per hour
- Ice surface area \$600/day

## **b) Billing**

- All ice time will be invoiced at the end of each month. All ice time accounts are due when billed, any outstanding accounts beyond one month from the date of billing are subject to interest at 1% per month.
- Groups that are regularly in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any ice allocation.
- Unless there is sufficient justification for not making payment by the due dates there may not be any consideration made for future ice time and the annual allocation of ice time blocks may be reassigned.

## **c) Ice Rental Cancellation Policy**

Cancellations made twenty four (24) hours or less before the start of the scheduled event will be charged a twenty-five dollar (\$25.00) cancellation fee. Should the facility staff assess that the facilities are not suitable for use no fee will be charged.

**Unpredictable, unexpected or extreme situations will be taken into consideration for cancellation deadlines (i.e. weather)**

## **5) ARENA ETIQUETTE**

- a) The Zamboni **must** be off the ice BEFORE **GOING ON THE ICE**.
- b) Please leave the ice promptly at the end of scheduled ice times to allow ice resurface to keep to schedule
- c) Remove all pucks, cones and other items from the ice surface at the end of scheduled ice time
- d) Leave the dressing room within 45 minutes after your ice rental. Last rental of the day may take up to 1 hr. after end of the scheduled ice time.
- e) Clean dressing room to a condition you would expect upon entering before you leave.
- f) Absolutely no abusive language or actions towards staff members will be tolerated.

## **6) ARENA HOLIDAY HOURS**

The arena is closed for Christmas Eve, Christmas day as well as New Year's Day

## **7) PUBLIC SKATING**

Public skating times will be communicated through the calendar on the Town website ([www.hepburn.ca](http://www.hepburn.ca)) and calendar in the arena.

### **Rules for public skating**

- a) Everyone under the age of 18 must wear a helmet while on the ice surface. NO EXEPTIONS.
- b) The far (north) side of the ice is for shinny use. Nets are to be placed so game runs across the width of the ice. If kids are chasing the puck into the skating side ask

them to send only one person to retrieve the puck and take it back across the red line before resuming play.

- c) Ask anyone passing puck/ring to use the center ice area, to keep sticks and pucks out of the skating arena. Use your discretion.
- d) The near (south) side of the ice surface is for skating.
- e) *Remind users to be courteous and look out for other skaters. You may ask them to leave if they are endangering others.*
- f) *Keep skates on the rubber mats or cover the blade with skate guards.*

## **8) COMMERCIAL ADVERTISING AND SIGNAGE**

Advertising in the form of signage for commercial businesses can be approved by the Arena Manager. These signs must be placed on a 4' X 8' sheet of plywood or similar sturdy material. When the sign is approved and the rental rate paid the Arena manager will install the sign upon delivery to the Arena Staff. Depending on when the sign is put up, the rate could be prorated for a partial year. Rates are set by resolution of Council. Current rate is \$100.00 per season.

## **9) USE AND MAINTENANCE OF DEFIBRILLATOR**

Arena Staff shall be trained in the use of the defibrillator, the Arena Manager shall be responsible to ensure that the defibrillator is kept in good working order and shall maintain a log of all inspections and test results. The Log Book is to be kept in the carrying case for the defibrillator.

## **10) ORGANZATIONAL STUCTURE**

The manager is in charge of the arena. The bookkeeping is done by the Town Office as all invoices and payments go through the office. The manager of the arena is an employee of the Town and as such adheres to the policies of the Town and conducts themselves as a representative of the Town of Hepburn.

### **a) Concession**

The Town is responsible for securing a person(s) to supervise the concession that runs from mid-November (or when the ice is installed) to mid-March (or until events end or ice melts).

This person(s) must have their Safe Food Handling Course by December of that year (paid for by the Town). They in turn must ensure that all volunteers are aware of basic safe food handling and kitchen procedures.

The concession supervisor is responsible to set up a schedule of workers for the concession. Whether this is volunteers from the community or user groups, is for that individual to decide.

There is a debit card supplied for the arena concession in order to pick supplies. ALL receipts must be kept and turned into the Town Office in order to keep good bookkeeping practises.

All monies received in the concession should be given to the Town Office once a week. If more than this is required and the office is not open, a bank deposit may be done and the deposit slip turned in to the Office.

b) Caretaker

The caretaker is an employee of the Town and his/her responsibilities include, but are not limited to:

- Preparing the arena surface for flooding.
- Preparing the ice. This is started as soon as weather allows.
- Ensure that there is a thick enough layer of ice before painting lines on the ice.
- Painting the lines on the ice. This may be done with the help of volunteers but the caretaker organizes this project.
- Ensuring that the ice surface is safe, the puck board is in good shape with no sharp edges, ensure that the doors to enter and exit the ice are in good working condition.
- Ensure that the doors entering and exiting the arena are in good working condition (lobby doors, fire exit doors, Zamboni room overhead doors...).
- Communicate with the Town about what upgrades or repairs need to occur.
- Flooding of the ice – the caretaker is responsible for flooding the ice between various events.
- Keep the Zamboni room tidy as well as repair/contract repairs for the Zamboni.
- Takes booking for ice times and updates calendar and online calendar.
- Communicates with local user groups as to the times and days they require to run their programs.
- Booking outside groups and ensuring that there is someone present to let them in and make sure that the facility is left in good order after groups leave.
- Keys to the arena are distributed to the caretaker, part time employees for the arena, the concession supervision, the Town Office and whomever the Council deems necessary.

c) Janitorial

The Town will hire someone to take care of janitorial duties. This may or may not be part of the caretaker's duties.

Janitorial responsibilities include but are not limited to:

Cleaning the public washrooms (toilets, floors, sinks and mirrors, replenishing paper product, replacing light bulbs,)

Cleaning the dressing room washrooms

Sweeping and mopping the dressing rooms

Sweeping and mopping the lobby

Cleaning the lobby windows that look onto the ice

Sweeping the bleachers (inside and out)

Cleaning up the garbage's when full and picking up garbage

Keeping the janitorial supply closet stocked with cleaning supplies

## 11) FORMS

## Public skating

### Volunteer supervision

#### Rules

- g) Everyone under the age of 18 must wear a helmet while on the ice surface. NO EXEPTIONS.
- h) The far or north side of the ice is for shinny use. Nets are to be place so game runs across the width of the ice. If kids are chasing the puck into the skating side ask them to send only one person to retrieve the puck and take it back across the red line before resuming play
- i) Ask anyone passing puck/ring to use the center ice area, to keep sticks and pucks out of the skating arena. Us your discretion.
- j) The close side or south side of the ice is for skating.
- k) *Remind users to be courteous and look out for other skaters. You may ask them to leave if they are endangering others.*

#### What to do

- When you arrive unlock the front doors and both sets of doors into the ice surface
- Turn on the ice surface lights
  - **Info on Ice surface lights**
  - Please DO NOT turn lights on or off with the breakers, Please USE the light switches to the right. Using the breakers causes them to wear out prematurely.
  - Look at the posted schedule, if there is a group after public skating please leave the lights on. If there is no group for the next two hours please turn off the lights.
  - Doing this will help us use less power and run the arena more efficiently, thank you for your cooperation.
- Take down the nets if you can or assist with taking them down. This is to avoid kids dropping the nets on themselves/others or on the ice taking out chunks of ice.
- At the end of public skating time ask users to clean up pucks, cones, chairs etc. off the ice surface. Put up the nets and break up any piles of snow so the ice can be resurfaced.
- If there are no groups or public skating times for the next two hours you can turn off the lights and lock the doors. Make sure the side doors in the ice surface area are latched closed. If next supervisor or operator has not arrived after you are done lock the front door when you leave.
- If you have questions please ask/call the arena operator or call 306-947-7666.

# Hepburn and District Arena

## Rental Agreement

### HEPBURN AND DISTRICT ARENA CONTACT

Arena phone: 1(306)947-2173 Arena Manager email: [arena@hepburn.ca](mailto:arena@hepburn.ca)

Town office: 1(306)947-2170 Town office email: [info@hepburn.ca](mailto:info@hepburn.ca)

P.O. box 217

Hepburn, SK

S0K 1Z0

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### GENERAL INFORMATION

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Group / Organization / Association: \_\_\_\_\_

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### RENTAL INFORMATION

Day of Week: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Ice Rental Rate \$ \_\_\_\_\_ /hour

\$ \_\_\_\_\_ Tax

\$ \_\_\_\_\_ Total Rate

## TERMS OF CONTRACT

Payable:

- At Facility
- In Advance
- Monthly

Contract Approved By: \_\_\_\_\_

Facility Position: \_\_\_\_\_

I, the undersigned, have read, understand and agree to the terms and conditions in this contract which are stated on the reverse and hereby accept the same on behalf of the said members of the organization, team or association. I acknowledge and agree that breach of any of the said conditions may result in the termination of the allotted ice time at the discretion of the town of Hepburn.

Lessee Signature: \_\_\_\_\_

### Ice Time Policies and Conditions of Rental

1. Rental of ice time is based on a "60" minute hour (ice surface floods, when deemed necessary, will be conducted during 10 minutes between rentals)
2. The representative shall ensure that all members keep off the ice during the resurfacing and shall not go on the ice until the resurfacing has been completed.
3. Teams must leave the ice surface promptly to help maintain the schedules.
4. The town of Hepburn and employees will not be held responsible for loss or theft of articles in and on the arena facility properties
5. The representative renting the ice shall be responsible for all damages caused to the building, grounds, and equipment belonging to the Arena, reasonable wear and tear considered. The said damages are to be repaired or paid for to the full satisfaction of the management.
6. The representative renting the ice shall be responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection with the rental of ice. Proof of insurance must be provided prior to use of facility.
7. The Arena shall reserve the exclusive right to the sale of all food and beverage concessions within the facility.
8. No smoking is allowed in the Arena Facility – including dressing rooms.



9. Consumption or possession of alcohol or illegal drugs is not allowed on the premises of the facility, unless approved by town council and an Authorized Permit for such an event is secured and posted in accordance with the Saskatchewan Liquor & Gaming Authority.  
*(Alcohol and Gaming Regulation Act, 1997 Public places 107(1))*

### Fees

1. Ice time rates and fees will be assessed at the current rates as established by resolution of council of the Town of Hepburn.
2. All ice time accounts are due when billed, any outstanding account beyond thirty days from the date of billing shall be assessed a late payment charge on the unpaid balance. Groups that are regularly in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any further ice allocation

### Cancellations

1. For cancellation situations, the Arena management, whenever possible, will notify the representative 24 hours prior to the said cancelled ice time.
2. If the representative wishes to cancel ice time on any particular day, the representative shall give 24 hours' notice, by contacting the Arena Management or Town Office between 9:00 a.m. and 5:00 p.m. If the required notice is not given, the representative shall be responsible for payment of a twenty-five dollar (\$25.00) cancellation fee.
3. Should the facility staff assess that the facilities are not suitable for use no fee will be charged.
4. Any cancellations caused by storms and flooding, power failure, Act of God or business interruption caused by mechanical failure of the Arena's facilities will be considered unavoidable and the representative will not be charged for cancellations of that nature.

### Dressing Rooms

1. The representative shall ensure that the Dressing Rooms are vacated within 45 minutes of leaving the ice or 1 hr. in the case of last rental of the day. The representative further ensures that the dressing rooms shall be left in a reasonably tidy condition.
2. The representative agrees that it is their responsibility to obtain a dressing room key from the Arena attendant. It is the responsibility of the representative to lock all dressing room doors before going on the ice. Should a lock prove defective or unable to be locked, the representative shall notify the Arena Attendant immediately.

### Waiting Lists

1. Arena Management reserves the right to establish a waiting list for ice rentals. Hepburn Minor Hockey and/or the Hepburn Skating Club shall be given a first priority in the event regularly scheduled ice rental time becomes available. Priority will be given to those persons on a "first come first serve" basis.

# Key Holder Agreement Form

## Hepburn and District Arena

Key Holder Name (Last, First): \_\_\_\_\_, \_\_\_\_\_

Key ID Description \_\_\_\_\_

Key Status: P\_\_\_\_\_ R\_\_\_\_\_ S\_\_\_\_\_ L\_\_\_\_\_ U\_\_\_\_\_

Before the keys can be issued you are asked to sign this declaration and acknowledge the conditions of use.

### Hepburn Arena Keys conditions of use:

By signing below I agree to:

1. Not to loan the key(s) to anyone
2. Not to copy or make any attempts to copy the key(s)
3. Not to alter the key(s) in any shape or form
4. To store the key(s) safely
5. To immediately report lost or stolen key(s)
6. Upon request, produce or surrender the key(s)
7. To pay a replacement fee for lost key(s)
8. I will return my keys directly to the town office upon completion of the duties which entitle me to hold a key and the status\* of my key will be marked as returned.

I understand that should my keys be used by another individual that I may be responsible to cover any and all damages

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Status of Keys P= in possession of key holder, R = Key has been returned to administration, S= Key has been stolen, L= key is lost, U = Key is unassigned

