



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING DIVISION

PROCEDURES FOR BOOKING - HRM Arenas

ZERO GROWTH: Zero growth as it relates to arena allotment continues to be in place. Groups are not permitted to expand their hourly request from previous years unless there is a reduction in the current number of users and ice requirements change. Please submit your request in writing to the appropriate Scheduling Office.

PROCESS: Any and all applications for ice time in HRM Arenas must be submitted in writing using the required Facility Application Form in order to be considered and must be accompanied by a \$10.00 non refundable application fee .

Clients accommodated in previous years and who's account balance is up to date will be eligible to receive priority booking status. If the application is received after the specified deadline, the application will be assessed on a first come first serve basis with all other requests.

If you are asking for ice time that you have not traditionally had, please provide an explanation as to what changes have occurred in your programming to warrant the request.

Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays.

Tournament play is scheduled prior to regular season schedules. All Tournament requests must be submitted on a separate Facility Application Form.

All Leagues and/or teams must submit a Client Information Form that will provide us with two (2) contact names, addresses, phone numbers, and e-mail addresses. Only these individuals will be permitted to make changes to the Facility Rental Contract. We also require the name, address and day-time phone number of the League Treasurer.

All Leagues and/or teams will receive a "TENTATIVE" copy of their contract. It is the responsibility of the client to review your contract and make any necessary deletions and/or additions. Once the contract has been signed, no changes will be permitted, with the exception of those users covered under the following regulation:

"HRM reserves the right to cancel each scheduled hour no more than twice per season with at least 7 days notice. The client has the right to cancel each scheduled hour no more than twice per season with at least 7 days notice."

All regular clients will receive, on their contract, a schedule of payment amounts and dates. Payments are required to be paid on the first of the month, prior to use. Any requested revisions will be reflected on the amendment and the required amount will be added/subtracted from the following months payment. YOU WILL NOT RECEIVE MONTHLY INVOICES.

Failure to pay your bill on time and according to the payment schedule will result in ice being cancelled for the night/week/month and rented to other users. Continuous failure to pay will result in loss of current ice time as well as future ice bookings.

Clients scheduling ice time for individual bookings will be required to pay the full amount owing on the Contract 7 days before their booking. Failure to comply will result in ice time being released for another user to book.