

May 27, 2011

To Our Halifax Regional School Board Facility Users:

It is time for us to look ahead to 2011-2012 Scheduling Season. **The deadline for receipt of applications is Monday, July 4, 2011.** In order to retain the same rental times as last year, your application must be received by this due date. After this date, all requests will be accepted and reviewed on a first come first serve basis. Due to the volume of requests received, usage times cannot be held. **It is important to note that clients accommodated in previous years and whose account status is up to date with no monies outstanding, will be eligible to receive priority booking status.** Please verify the status of your account with your Scheduler in order to prevent scheduling delays.

Once your completed application has been received, it will be processed and a Facility Rental Contract will be produced. You will be notified when your contract is ready and you will be asked to come into the Scheduling Office to review, sign and pay for your contract. **No Season Contract will be faxed, and the signature on the account will be the only authorized contact for your organization.**

Enclosed you will find the **Procedures For Scheduling Halifax Regional School Board Facilities**. It is the responsibility of the client to review all of the information provided and to familiarize themselves with the procedures set forth by the Halifax Regional School Board and the Facility Scheduling Office/HRM. We ask that you pay close attention to the **Procedures For Scheduling Halifax Regional School Board Facilities** to avoid any confusion or surprises as we begin the scheduling process. ****Please make sure you are familiar with the weekend & weeknight time-lines for additional rental requests and/or cancellations, in season.**** You should be aware that failure to comply with any and/or all procedures could result in the loss of your rental time(s).

We ask that you refer to the HRM website for the documents listed below:

<http://www.halifax.ca/rec/SchoolBoardRentals.html>

- T Facility Application Form/Facility Agreement Form**
- T 2011/2012 Facility Rental Rates ****Note Increase****
- T Client Information Form
- T Dates to Remember
- T Fire Policy
- T Faxing Procedures
- T Insurance Waiver

(the Application, the Agreement and any other required supporting documentation must be signed and returned to the Scheduling Office.)**

Payments are required to be made up front and in advance of your booking. If approved for a payment plan, a down payment is required to initiate said plan. This amount will be the first scheduled payment, as outlined in the payment schedule listed in Section V of Facility Rental Contracts. Payments of accounts may be made by debit, cheque, money order, Visa, MasterCard or American Express. **Regulations dealing with the picking up and signing of contracts as well as payment of accounts will be enforced.**

To those of you that we have dealt with this past season, we look forward to working with you again. To any who may be new to the process, we will do everything possible to help ease you into the system.

Respectfully,

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