



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING DIVISION

PROCEDURES FOR BOOKING HRM ARENAS

Any and all applications for **ICE and/or DRY FLOOR** in HRM Arenas must be submitted in writing using the required 'Facility Application Form' in order to be considered.

All Applications must be accompanied by a \$15.00 non refundable application fee .

The Ice Allocation Policy will assist the Scheduler with any hourly increase requests for use over previous years. This Policy is based on potential increases in registration numbers, equality and equity.

Clients that have been accommodated in previous years and whose ACCOUNT BALANCE IS UP TO DATE WITH NO MONIES OUTSTANDING FROM THE PREVIOUS SEASON will be eligible to receive priority booking status in accordance with the Ice Allocation Policy. If the application is received after the specified deadline, the application will be assessed and processed on a first come first serve basis with all other requests.

Any applications that are submitted 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 game schedules.

All Tournament Requests must be submitted on a separate Facility Application Form and at the same time regular season game requests are submitted.

Tournaments may be subject to additional fees (ie early opening fee, maintenance, etc.)

In accordance with the Ice Allocation Policy, all Leagues and/or Teams must submit a COMPLETED Client Information Form. This form provides 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 be required to come in to the Office and review a copy of their "TENTATIVE" Facility Rental Contract with the Arena Scheduler. It is the responsibility of the client to review this tentative contract and make any necessary deletions and/or additions. Once time has been confirmed and the contract has been signed, NO CHANGES WILL BE PERMITTED. CLIENTS ARE NOT PERMITTED TO SUBLET ICE and/or DRY FLOOR TIME. Costs incurred as outlined on the original Facility Rental Contract remain the responsibility of the client. However, if adequate notice is given to the Scheduling Office (7 Business Days) and staff are able to reallocate the time, your account will be credited accordingly.

HRM reserves the right to cancel time due to inclement weather and in order to accommodate tournaments, provincials, special events, etc. as required.

The Client agrees to pay all rental fees and other charges in advance of use as per the payment procedures set forth by the Facility Scheduling Office and as outlined on your Facility Rental Contract. Please note that under certain circumstances the option of a payment plan may be available.

Clients scheduling ice/dry floor for individual, one time bookings will be required to complete the required Facility Application form and confirm use of the requested facility a minimum of 7 days prior to the scheduled date of use. Full payment is due at the time the contract is signed. Failure to comply will result in the scheduled time being released for another client to schedule.