



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

**CANCELLATION PROCEDURES FOR BALL DIAMONDS AND
NATURAL TURF SPORT FIELDS:**

It is the responsibility for the client of all Halifax Regional Municipality outdoor facilities to adhere to the following guidelines regarding Cancellations...

Diamond/Sport field Cancellations - Cancellations for bookings must be reported five (5) working days prior to use to the appropriate Scheduling Office and confirmed by staff to avoid billing. Anything not cancelled within the appropriate time frame will not be refunded.

Halifax Regional Municipality reserves the right to cancel a client on a facility for any reason deemed appropriate with five (5) working days notice.

Special Event/Tournament Booking Cancellations - Cancellations for Special Event/Tournament Bookings must be reported one month prior to use to the appropriate Scheduling Office and confirmed by staff to avoid billing. **The \$15 application fee will be retained.** Any Event not cancelled within the appropriate time frame will be assessed a **late cancellation penalty of \$100 or 10% of the total cost** of the Contract, whichever is less.

Weather Cancellations - **Staff of the Outdoor Facility Scheduling Office reserve the right to cancel usage due to inclement weather or due to field conditions as a result of weather without advance notice.** The decision for field closures is made by the Sport and Community Events Co-ordinator in consultation with Parks Sport Field/Ball Diamond Maintenance Supervisors and their Staff by 3:00 pm Monday to Friday and by 8:00 am on Saturday, Sunday and Holidays. (For additional information, refer to the Rain Out Procedures outline provided).

Signature of League/Client Contact

League Name

Received by - Facility Scheduling Staff

Date

February 15, 2011