



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

MEMORANDUM

TO: **ALL LEAGUES/CLIENTS OF LIGHTED DIAMONDS**
FROM: Ann Wambolt
Coordinator of Sport and Community Events
DATE: February 2, 2011
SUBJECT: **LIGHT USAGE PROCEDURES**

All clients requesting usage of any lighted facilities within the Halifax Regional Municipality should be aware of the following . Clients will be charged for all requested light time. There will be no rebates issued for the unused portion of time that was requested and booked, unless a malfunction has occurred or field time is canceled due to weather conditions.

It is the responsibility of the client to book only the portion of time that is actually necessary for use.

The contract for your league has been completed and light calculations have been made based on the submitted schedule. The cost of lights is as follows:

Adult/Minor \$15.00/hour (HST included)

The total balance due for the contract includes the light usages that you have indicated you require and must be paid in advance of use. It is imperative that you book only the amount of light time you will need as there will be no rebates issued for the unused portion of time that was requested and booked unless a malfunction has occurred or field time is cancelled due to weather conditions.

Lights are to be turned ON and OFF by the client. Clients are not to rely on the timers to turn off the lights. Lights must be turned off before the last person leaves the facility. If staff are called in to turn off the lights that were left on by the league, the league will be charged by the hour for the lights until they are turned off. As well, the league may be charged call out charges for staff time.

Signature of League/Client

League Name

Received by - Outdoor Facility Scheduling Staff

Date