



**FACILITY
SCHEDULING**

HALIFAX
REGIONAL MUNICIPALITY

February 9, 2011

To Our **Sport Field** Clientele:

The 2011 Season is just around the corner. Applications are now being accepted from our clients. The **deadline** for receipt of these **applications**, complete with your **\$15 non-refundable application fee**, is **March 9, 2011**. After this date, all requests will be accepted and reviewed on a first come first serve basis. **Due to the volume of requests received, field time cannot be held after this date.**

Enclosed you will find the following information:

- T Booking Procedures
- T Client Information Form (**must be submitted with application**)
- T Fee Schedule ** Note Increase for 2011 Season**/PSA

Please refer to the HRM website for the documents listed below:

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

- T Application Forms
- T Field Classifications
- T Maintenance/Service Standards
- T Light Usage Procedures
- T Payment Procedures
- T Cancellation Procedures
- T Rain Out Procedures
- T Key Loan Procedures
- T Faxing Procedures
- T SOCAN (Society of Composers, Authors and Music Publishers of Canada)

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 Facility Scheduling Office. We ask that you pay close attention to the **Procedures for Booking Outdoor Facilities** and to the **Payment Procedures** to avoid any confusion or surprises as we begin the scheduling process. **Regulations** dealing with the picking up and signing of contracts as well as payment of accounts **will be strictly enforced**.

....Page #2

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Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays. If you are asking for a facility that you have not traditionally had, please provide an explanation as to what changes have occurred in your programming to warrant the request.

Please be advised that **the Facility Scheduler for the Scheduling of all Sport Fields and the All Weather Turf(s) is Crystal Geizer.** Crystal is located in the Dartmouth Office (81 Ilsley Ave - Suite 12) and may be reached by calling 490-4003 and following the appropriate prompts.

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

Here's to a successful 2011!

Yours In Sport,

Ann Wambolt
Coordinator of Sport and Community Events

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Enclosures