HALIFAX

Parks and Recreation - FACILITY SCHEDULING

CANCELLATION PROCEDURES
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 -** Must be reported five (5) working days prior to use to the Scheduling Office and confirmed by staff to avoid billing.   Anything not cancelled within the appropriate time frame will not be refunded.

- The Facility Scheduling Office reserves the right to cancel a client on a facility for any reason deemed appropriate with five (5) working days' notice.

- **Special Event/Charitable/Tournament Booking Cancellations -** Must be reported to Facility Scheduling staff, **in writing**, at least 15 working days prior to the booking date.   Facility Scheduling staff must confirm the cancellation to avoid billing.   **The $15 application fee will not be refunded.**   Any Event not cancelled within the appropriate time frame will be charged a **late cancellation penalty of 25% of the total cost** of the Contract, up to a maximum of $150.00.   **Any Special Event/Charitable/Tournament Booking requested, scheduled and cancelled within 15 working days of the booking date will also be charged the late cancellation penalty, as outlined above.**

- **Weather Cancellations -** *Staff of the Outdoor Facility Scheduling Office, in collaboration with Operations staff, reserve the right to cancel usage due to inclement weather or due to field conditions as a result of weather without any advance notice.*   The decision for field closures is made by the Sport and Community Events Coordinator in consultation with 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).

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Signature of League/Client Contact

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League Name

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Facility Scheduling Staff

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Date

January 27, 2017