



Parks and Recreation - FACILITY SCHEDULING

2017 PROCEDURES FOR BOOKING OUTDOOR SPORT FACILITIES SPORT FIELDS

ELIGIBILITY: Booking priority will be given to individuals who reside within the boundaries of Halifax Regional Municipality. All requests will be assessed on their own merit

Clients accommodated in previous years and whose **account balance is up to date**, will be eligible to receive priority booking status provided that applications are received by **March 13 2017**. If the application is received after the deadline, the application will be assessed on a first come first serve basis with all other requests.

Please be aware that priority access is given to the Halifax Regional School Board and its athletic fields, playgrounds, green spaces, and sport courts, as outlined in Section 6.0 of the School Board Agreement for the operation of school-based and/or school sponsored activities (i.e. intra-murals, physical education/PAL programs, interscholastic sports, track and field, and other uses as agreed upon), programs and services during the school hours of 7:30 am to 6 pm Monday to Friday for the school year, September to June. All requests for times outside of priority access will be considered on a first come, first serve basis. Priority access will also be granted for the operation of school-based athletic team practices during the month of August provided times are approved in advance of school closing for the summer.

All league and/or teams must submit the enclosed **Client Information Form** that will provide us with a complete list of executive members; current addresses, phone numbers, postal codes and e-mail addresses.

All other clients must provide two (2) contact names, addresses and phone numbers, etc. as requested on the Facility Application Form.

League and/or teams must submit the contact name and number for who will be responsible for all scheduling changes, cancellations, etc. The league may also have the same person, or another contact, be responsible for scheduling practices. This contact information must be submitted with the schedule.

False information will result in loss of facility time. This information must be received at the same time that schedules are provided. Failure to provide requested information will result in processing delays.

Should space permit, facilities will be allocated to clients on a first come first serve basis after priority bookings are completed.

FIELD AVAILABILITY:

The demands on municipal facilities continue to increase while the number of available facilities remains, for the most part, unchanged. Field time/availability may be at a premium.

Facility Scheduling staff will continue to work on an ongoing basis with our clients to accommodate their needs. Facility Scheduling staff are not telling our Leagues and organizations that they cannot expand their membership. However, should there be an increase in your numbers and your field requirements change as a result, we may not be able to meet the demand as requested. Alternate fields/locations may have to be considered for use.

DEADLINES:

All requests must be submitted by **March 13 2017**, to receive priority booking status, **and must be accompanied by the \$15.00 non-refundable application fee to be considered.**

Tentative field times/approvals will be issued by the Facility Scheduling Office no later than **March 22 2017**.

Leagues must submit **tentative schedules**, using tentative times, back to the appropriate scheduling office prior to receiving any facility confirmation, no later than **April 7 2017** for approval. Schedules are to be submitted per age division. Completed executive lists and/or contact names must be submitted prior to any facility confirmation, as per above noted schedule dates.

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. Any applications that are returned with incomplete and/or incorrect information may be returned to you for clarification which could result in scheduling delays.

Note that applications for practice time may be submitted but will only be processed after all regular season league game schedules have been entered and confirmed.

Clients are asked to book all Special Events/Tournaments separately from their regular season requirements. **Note that all Tournament and/or Special Event requests must be submitted in writing along with your regular season request and no later than March 13 2017.** Regular season games will not be **bumped** more than **three (3)** times per season so as to keep disruption of league play to a minimum.

League Schedulers/Organizers: In some instances, applications for charity related/fundraising tournaments for Non-League use fall outside our deadline dates for league submissions. These requests/applications, wherever possible, will be processed with the least amount of disruption to regular season game schedules. Every effort will be made to adhere to the limit of bumping groups no more than 3 times per season. All applications will be dealt with on a first come, first serve basis. All applications must be accompanied by a NON-REFUNDABLE \$15.00 application processing fee.

Clients must come in to the Facility Scheduling Office to review their Rental Contract, make full payment and sign off on their Rental Contract four (4) weeks prior to the date of the event. If this does not happen as outlined, facilities are considered open to be booked by other potential clients.

Any request for additional equipment or for specific services must be placed in writing to the appropriate office no later than four (4) weeks prior to the Event/Tournament. The request will be costed out by staff and the appropriate contact notified of the cost associated with the request. All costs for additional services must be paid two (2) weeks prior to the Event/Tournament based on the cost estimate provided.

The Facility Scheduling Office will assess tentative schedules and, upon confirmation, will notify clients no later than two weeks prior to the facility opening date as long as schedules are submitted on time.

Schedules are not confirmed until Rental Contracts have been reviewed, payment has been made in full and the Rental Contract signed. Within **one (1) week** of receiving confirmation, clients must pay the determined fees by VISA, MasterCard, American Express, debit card, cheque or cash prior to signing the Facility Rental Contract and obtaining the Facility Rental Contract. **Should any contracts not be signed and/or paid for within the aforementioned allotted time, the facility will be booked out to another client.** Note that under certain circumstances, the option of a payment plan may be available.

It is important for clients to only book the field time they intend to use. The **block booking** of facilities **is not permitted**. All scheduled time must be paid for accordingly.

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| TURN AROUND TIME: | During the League Scheduling period, every effort will be made to process applications in a timely and efficient manner. Once the bulk of the season’s scheduling has been completed, we will endeavor to provide a 3-5 day turn-around time for all applications and/or scheduling changes and requests. |
| FIELD DATES: | The opening and closing dates of all outdoor facilities have yet to be determined. Contact your Facility Scheduling Office for further information. |