



Policy

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PURPOSE:

The City of Richmond Hill owns, operates and/or schedules a wide variety of indoor and outdoor facilities in the community. These facilities are community assets to be made available and shared for the benefit of the entire community for recreation purposes. The management and operations of these facilities includes requirements for maximum utilization of space and fair access. This policy outlines the standard facility space allocations for each type of facility provided by the City and for each type of user group and the priorities which will be applied in the event of a conflict in permit time requested. It outlines general information regarding indoor and outdoor facility space allocations to ensure that the booking process is implemented in a fair, transparent and uniform manner.

POLICY GOALS AND OBJECTIVES:

The Facility Space Allocation Policy and associated procedures/guidelines address the demand and supply of municipal facilities, the changing demographics and the successful ongoing management of such resources. The objectives of the policy are to;

- Establish a fair, transparent, consistent and equitable process for facility allocation, distribution and management in a fiscally responsible manner;
- Ensure the City's facilities are used for recreation purposes for the benefit of the entire community;
- Recognize the need for flexibility to effectively respond to changing needs and demands for facilities;
- Consider the needs of Richmond Hill residents;
- To work with affiliated community groups to understand space requirements for the short and long term delivery of recreation programs;
- To provide affiliated community groups with a better understanding of the principles association with facility space allocation;
- To provide a fair process for affiliated community groups seeking the same type of space where potential use of the space exceeds availability;
- To ensure affiliated community groups understand the expectations of the Community Services Department in requesting and utilizing community space;
- To provide opportunities for emerging affiliated community groups to access space within City facilities;
- To enhance communication between affiliated community groups and the Community Services Department; and
- To assist in monitoring need and space demands for future facility planning.

POLICY PRINCIPLES

The following principles will guide the application of the facility space allocation policy;

- To actively support benefits of participation in recreation activities related to the health, wellness, social interaction and skill development of residents;
- To encourage maximum participation of Richmond Hill residents in a diverse range of recreational activities within the community;
- To allocate facilities in a fair and balanced manner in order to sustain and enhance the availability of a range of accessible recreation opportunities;
- To outline the category of users and their priority order for the allocation of facilities;
- To define the City's authority to ensure new affiliated community organizations that offer a unique recreation activity are given access to facilities;
- To ensure City By-Laws, health and safety requirements, rental contract conditions and regulations are followed by the public use of facilities;
- To outline the facility space allocation process, timing and general and specific principles so that user groups can plan their season accordingly;
- To facilitate and support flexibility, collegiality and consensus amongst users and participants in the ongoing development and application of the allocation policy;
- To work with users towards outcomes and solutions that are reasonable; and
- To apply and continually update the Facility Space Allocation Policy and the Allocation procedures to effectively respond to community need.

DEFINITIONS:

Allocation:	Means the Department's sole right to issue facility permits to community groups subject to the Community Group Affiliation Policy and Facility Allocation Policy.
Board of Education:	Means the York Region District School Board and the York Catholic District School Board.
Commercial Groups	Means those individuals, groups, teams daycares/educational (tutoring), or religious Richmond Hill organizations who do not meet the criteria to be defined as an affiliated community group or who operate on a for-profit basis.
Affiliated Community Group Policy:	Means the approved policy that governs the criteria required to be recognized as a local community group
Affiliated Community groups:	Means a City approved Richmond Hill based not-for-profit community organization run by an elected and volunteer board of directors whose primary purpose is to provide recreation programs to the residents of Richmond Hill by community volunteers. Groups must be comprised of 75% residents except in the case of Regional, Provincial or National not-for-profit organizations which must be comprised of 51%.
Non-resident:	Means any other organization, individual or group requesting access to facilities that are not residents of Richmond Hill and/or do not meet the residency requirement.

Recreation & Culture Programs:	Means all programs and services that are organized by City staff or provided by partners on behalf of the municipality.
Resident:	Means an individual who resides permanently in Richmond Hill
Non-Prime Time:	Non peak periods of rental use.
Prime Time:	Peak period of rental use Monday through Friday, weekends and statutory holidays

SCOPE:

This policy applies to all indoor and outdoor recreation facilities permitted through the Community Services Department, Recreation & Culture Division that is available for community use. This inventory includes but is not limited to ball diamonds, soccer fields/Sports Dome, tennis courts, community centres & halls, gymnasiums, meeting rooms, pools, cultural facilities, historic/heritage sites, and outdoor sports fields. The allocation of ice within the arena facilities is covered under a separate Ice Allocation Policy.

This policy does not apply to municipal administration buildings, libraries, or facilities that have been leased or are under long-term agreements to community organizations.

PRIORITY USE CATEGORY

The City of Richmond Hill will allocate facility space utilizing the following user priority ranking:

1. City of Richmond Hill programs and services
2. Affiliated youth groups
3. Affiliated adult groups
4. Boards of Education
5. Residents/Private Bookings
6. Non-Affiliated, Commercial and non-resident groups

CITY OF RICHMOND HILL PROGRAMS & SERVICES

A wide range of programs and services are available in all indoor and outdoor facilities and are provided either directly by the City or in partnership with the local community. Programs and services such as registered classes, drop-in programs and events require significant blocks of time and will be allocated facility space prior to all other groups.

AFFILIATED COMMUNITY GROUPS

Affiliated community groups will be given priority in the allocation of space. The Community Group Affiliation Policy was created to recognize the tremendous value of community-based organizations that provide a variety of recreation programs and services to the Richmond Hill community. The Affiliation Policy further outlines the criteria and process for organizations interested in seeking this status and once approved are provided a variety of benefits and support from the City.

BOARDS OF EDUCATION

The local Boards of Education often require use of City facilities in order to fulfill their school curriculum requirements. Priority is provided to the Boards of Education predominantly in non-prime time hours Monday through Friday.

RESIDENTS/PRIVATE BOOKINGS

This category recognizes Individuals (18+) who reside in the City of Richmond Hill requesting a facility for private functions. This category also applies to groups operating organized recreation & sport activities where 75% of the members reside within the City and the group is not a recognized affiliated community group.

NON AFFILIATED, COMMERCIAL AND NON-RESIDENT GROUPS

Groups who are not compliant with the Community Group Affiliation Policy and commercial and non-resident requests will only be considered when local affiliated community groups have been accommodated. These requests will be accommodated where space is available and provided that the request is not in conflict with a program or service being offered by the City or the affiliated community groups. City staff will only book these requests one season at a time with the understanding that should the City and affiliated group demand for space increase that space will not be grandfathered to the Commercial group from season to season.

Organizations that would be impacted as a result of growing community demand will be provided with notice (at least one season) so that they may adjust their registration procedures to accommodate the anticipated changes and/or seek alternative non-City owned facilities.

INELIGIBLE GROUPS

- Groups whose primary purpose, goals and objectives directly oppose or are in conflict with those of the Corporation of the City of Richmond Hill based on published mission statements, decisions, actions, plans, policies and programs;
- Groups whose primary mandate is educational, including tutoring groups, daycares, nursery schools and for profit/not-for-profit after school programs.

SEASONAL BOOKING PERIODS

The City of Richmond Hill has adopted seasonal booking deadlines for the variety of indoor and outdoor facility types. The deadlines are stated in Appendix F.

CLASSIFICATION OF FACILITY SPACE ALLOCATION REQUESTS

It will be the principle of the allocation system to give due consideration to the allocation of facility space according to the previous year's allocation for all affiliated community groups. Requests for facility space will be classified as "existing program", "existing program expansion" or "new program" as defined as follows;

Existing Programs: group was allocated regular facility space in the previous comparable season (i.e. group was allocated facility space in the previous school year season and requests time again in the upcoming school year season). If a designated 'returning' permit holder disbands or fails to apply for facility space in consecutive seasons, they will lose their 'grandfather' status. If they reapply in a subsequent season, they will be treated as a new client. The 'grandfather' designation is not transferable.

Existing Program Expansion – requests by an existing group to expand their facility space requirements based on growth in registrations and/or changes to governing body affiliation rules and regulations.

New Programs – Emerging affiliated community groups will be considered in the allocation process if it is demonstrated that they have sufficient participants to qualify for space and if there is space available to accommodate the request. The City will use unallocated space first to meet the needs of the new group but reserves the right to reasonably negotiate and reallocate hours from existing users, if warranted. Given that new groups have the potential of reducing the number of hours available to existing users, new users will only be considered in cases where a program provides a service to an unserved segment of the population or where a new program is being introduced that is not available through existing organizations.

Non-affiliated, commercial and non-resident individuals or groups will only be accommodated once the City space and affiliated community group space requirements have been accommodated. There will be no consideration of previous year/season permits for these categories of users.

FACILITY SPACE ALLOCATIONS

- Facility space allocations will be granted in priority order according to the category of user.
- The City will use the previous season's allocation to form the basis for the upcoming season.
- A tentative permit will be e-mailed/mailed to previous season users approximately 4 weeks prior to the applicable deadline dates
- New users must contact the Department and/or fill out the facility request form. New requests will be date stamped and processed in date order, according to priority ranking classification and where space is available.
- Tentative permits are to be returned to the Community Services Department by the advertised deadline in order to be considered
- All permit requests must be accompanied with required information including; organization profile/mandate, contact names and information, insurance certificates, membership information, Board of Directors list and any operating or constitution documents.
- Deadlines for submission of permit requests are set well in advance of the due date. Applications received after the permit application deadline are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed.
- Permit application deadlines are set according to the type of facility.
- Allocated facility space times must be used solely by the user group identified on the contract and by the designated category of play (i.e. youth, adult, etc.)
- Users with outstanding balances will not be issued new permits.
- When demand for facility space exceeds availability, space required will be obtained from groups in reverse order on the priority listing.
- Up to 5% of facility space for large seasonal groups may be designated to non-prime time hours.
- In the event a group is not utilizing the permitted facility ("no show"), the City of Richmond Hill will issue an alert notice. Subsequent occurrences may result in reallocation of the booking slot to an alternative group.
- The opening of a facility on Statutory Holidays, when they are normally closed, or any request beyond established operating hours, will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff.
- No person, organization, association or sports group shall transfer, sublet or permit to be transferred or sublet and facility space allocation, or part thereof, for value or otherwise. If any person, organization, association or sports group transfer or sublets any facility space allocation or any part thereof, or permits such transfer or sublet, their facility rental permit shall be terminated without notice and the City shall refund the permit fee on a prorated basis.
- The facility rental contract is not in effect until the permit fees have been paid in full or post-dated payments have been received.

CALCULATION OF FACILITY SPACE ALLOCATION

Facility need standards of time are formulas used by municipalities to allocate facility space required to meet the basic requirements for sport organizations. Benchmarks are expressed through a ratio of facility time per team, and differ based on a sports activity requirements and caliber/level of play. At its discretion, the Community Services Department will allocate facility time in compliance with the standard identified in the sport processes in the Appendix, when reviewing community needs and demands and where facility time requests exceed availability. These standards are necessary in soccer field, ball diamond, gymnasium and pool allocation due to the high demand in these specific sport areas.

PERMIT CANCELLATION OR TERMINATION

- For reasons of inclement weather, emergency field or building repairs, or conditions that could result in personal injury or facility damage, the City reserves the right to close facilities on short notice.

- The City reserves the right to terminate a contract or portion of the contract without notice should there be a breach of this policy, conditions and regulations of the permit or should the City be of the opinion that the facilities are not being used for the purpose contained in the application.
- The City will effectively manage any requests for tournaments and special events. These one-time events will appear as exclusion dates for season permit holders.
- It is acknowledged that all user groups may experience cancellations to their weekly allocation over the course of their seasonal rental agreement. Once the contract has been signed, single or occasional permit hour cancellations will be permitted only if the permit holder provides the City 10 business days' notice. For outdoor sport field users, cancellation due to inclement weather must be reported within 48 hours of the cancellation date. A refund will not be issued however a credit will be applied to the account for future permit dates beyond the existing contract. Where rescheduling cannot be mutually coordinated, a full refund will be issued.
- Where the client is cancelling a permit the following refund policy will apply;
 - Two weeks' notice – a full refund will be processed, less the Administration Fee
 - Less than two weeks' notice – a refund will be processed, less 50% of the permit fee
 - Less than 1 week notice - No refund will be issued
- In addition, sports dome cancellations will only be accepted up to a maximum of one week (7 days) after the opening of the Sports Dome. No permanent seasonal contract cancellations will be accepted after that date.

PAYMENT PROCEDURES

Seasonal User Groups

- a) Deposit cheque in the amount equaling the first month's rent dated at the time of signing;
- b) Postdated cheques for each month as outlined in the contract,
- c) Pre-authorized Visa/Mastercard/Amex payments; OR
- d) Payment in advance for full value of contract

Meets/Tournaments/Shows/Events

- a) 50% of total payment required at time of signing
- b) Remaining 50% due 14 days prior to permit start date, OR
- c) Payment in advance for full value of contract

Casual Rentals

- a) Full payment must be received at the time of booking

Damage Deposits

- a) Richmond Hill reserves the right to require a security deposit for any event/booking. The eligibility and amount of the refund for such will be considered following the event/booking
- b) Damage deposits are required at the time of booking and in accordance with the payment procedures above.
- c) Deposits are required for all bookings with an expected attendance greater than 100 people and for all licensed bookings.
- d) Damage deposits are subject to change, up to a maximum of \$2,000, excluding Film Permits.

ACCOUNTABILITY

- The Community Services Department, through the Recreation & Culture Division is responsible for administering the Facility Space Allocation Policy.
- The process and procedures will be applied consistently to all groups requesting space.
- Operational procedures and criteria will be consistent with the allocation principles outlined this policy.
- The Community Services Department will optimize use of facilities through the allocation process by responding to the maximum number of community requests while maintaining the safety standards of the facilities.

RELATED DOCUMENTS:

Community Group Affiliation Policy
Facility Space Allocation Procedures
Tariff Fee By-Law
Ice Allocation Policy
Commercial Film Policy

ADDITIONAL INFORMATION

Appendix A: Process for Field/Diamond and Sports Dome Allocation
Appendix B: Process for Gymnasium Allocation
Appendix C: Process for Pool Allocation
Appendix D: Outdoor Events, Weddings and Picnics
Appendix E: Permit Rules & Regulations
Appendix F: Application Submission Deadline Dates

Process for Field, Diamond and Sports Dome Allocation

Assumptions

1. Field/Diamond time will be allocated annually for the season of May 1 to October 15.
2. Sports Dome will be allocated from the 3rd Friday in October until the last Sunday in April.
3. The Sports Dome will be allocated based on $\frac{1}{4}$ fields.
4. It is acknowledged that all categories of user groups may experience cancellations and/or adjustments to their seasonal allocation over the course of their seasonal permit due to approval of special events (i.e. tournaments) or for field closures for emergency maintenance or inclement weather.
5. Minor sport groups are to be recognized by the appropriate Provincial Governing body and mainly operated by volunteers for organized activities for youth 21 years of age and younger.
6. School Board facilities will be permitted for use not more than five (5) days in a seven (7) day period with two (2) consecutive days of rest in a seven (7) day period throughout the playing season.
7. Senior fields and diamonds with lights will be permitted for use for scheduled games as the priority.
8. Senior lit fields are subject to an 11:00 p.m. curfew time. Use of the facility lighting system and continued play beyond 11:00 p.m. will not be permitted without approval of the Manager of Parks.
9. Each permitted user group shall be responsible for the operation of the facility lighting system to ensure the system is shut off immediately following their use of the facility. Should the user fail to ensure that the lighting system is off, staff will issue a formal warning. Following a second occurrence the user will be assessed a penalty based on the electrical consumption and the City's administration costs associated with responding to the park and shutting down the lighting system on behalf of the user group.
10. All required field maintenance will be provided in accordance with the City's service level maintenance standards, excluding the provision of labour and equipment required to prepare the playing surface e.g. infield lining, lining equipment, bases and equipment storage box padlocks.
11. The City will provide one (1) storage box with pad lock and 1 key (additional keys may be signed out at the booking office) for the containment of a sufficient supply of line marking chalk.
12. Should the user group require equipment storage on site, the user group will be required to purchase an equipment storage box from the City. The City will purchase the unit and provide installation at the field/diamond of their choice. To order storage boxes, please contact the parks office.

Seasonal Permits

Natural Turf Fields/Diamonds

Regular Season: 1st Saturday in May to 1st Sunday in October (weather permitting)
Extended Season: October and November (weather permitting)

Artificial Turf

Pre-Season: March 1st to the 1st Saturday in May (weather permitting)
Regular Season: 1st Saturday in May to the 1st Sunday in October
Post Season: October and November (weather permitting)

Sports Dome

Regular Season: 3rd Friday in October to the last Sunday in April

Submission Requirements

1. All field rental, ball diamond and tournament requests are to be submitted to the Community Services Facility Booking Section by February 1st
2. All Sports Dome requests are to be submitted to the Community Services Facility Booking Section by August 1

3. The following documentation must accompany the booking request;
 - a. Registration data from the previous year
 - b. Registration projections for the upcoming year
 - c. Participants designated category outlined in the allocation formula sections as described below;
4. Additional field/diamond hours in excess of the formula value described below must be requested in writing at the time of the application and included should be an explanation on how the time will be utilized.

Allocation Notification and Space Confirmation

1. The field and ball diamond league schedule and tournament allocation will be completed by and returned to the groups by no later than April 1st. Sports Dome allocation will be completed by September 15.
2. Groups to review schedules, sign permit copies and return to the Community services Facility Booking Section by no later than April 15th. Groups using the Sports Dome are to return the signed copies of their permits by September 30.
3. Submissions and requests received after the allocation deadline date will be held until all other applicants have been accommodated.
4. A summary of application deadline dates can be found in Appendix F of the Facility Space Allocation Policy.

Designation of Field/Diamond Hours

Prime time field and diamond hours are:

Monday through Friday (excluding Holidays) 6:00 p.m. – 11:00 p.m.
 Saturday and Sunday (excluding Holidays) 9:00 a.m. – 11:00 p.m.

Non-Prime time field and diamond hours are:

Monday through Friday 8:00 a.m. – 6:00 p.m.

Designation of Sports Dome Hours

Prime time sports dome hours are:

All Statutory Holidays
 Monday through Friday 5:00 p.m. – 11:00 p.m.
 Saturday 9:00 a.m. – 6:00 p.m.
 Sunday 9:00 a.m. – 11:00 p.m.

Non-Prime time sports dome hours are:

Monday through Friday 9:00 a.m. – 5:00 p.m.
 Saturday 6:00 p.m. – 11:00 p.m.

Shoulder non-prime time sports dome hours are:

Monday through Friday 6:00 a.m. – 9:00 a.m.
 Monday through Friday 11:00 p.m. – 12:00 a.m. midnight

Allocation Guidelines and Formulas

The Community Services department offers programs and activities to Richmond Hill residents. Once the needs of the City have been satisfied the remaining field/diamond time will be made available to groups and individuals. In situations where demand for preferred facility space time exceeds supply, the allotment of each group's time will be calculated using an allocation formula. This will ensure that all groups of the same priority status experience an equitable adjustment in allocation when there is a deficit in available hours.

Following the determination of where a group or organization ranks in accordance to the Space Allocation Policy, distribution of prime time hours will be equitably distributed in proportion to each organizations registration numbers and designated categories. Where the demand for field/diamond time based on the allocation formula outweighs the availability of facility space, a percentage of time allocated must be shared equally during non-prime times.

Allocation will be based on final registration figures from the concluding season (i.e. 2019/20 field allocation will be based on the 2018/19 registration figures.) All clubs registration numbers will be verified with the appropriate governing body if required.

Where more than one group is offering the same program (i.e. Soccer), the City will organize an annual allocation meeting to be held with users to facilitate collaborative solutions; and/or utilize a model that is based on analysis of player/facility ratios. The following formulas are to be used to calculate space allocation;

Field Allocation Formula (soccer, football, ultimate frisbee, etc.) Numbers represent per slot bookings (2 hour timeblocks)

Age Group	Recreational			Development / Representative			Provincial Level		
	Practice	Game	Total	Practice	Game	Total	Practice	Game	Total
U4-U6	1	1	2						
U7	1	1	2						
U8	2	1	3	2	1	3			
U9-U10	2	1	3	3	1	4			
U11-U12	2	1	3	3	1	4			
U13-U18	2	1	3	3	1	4	4	1	5
U19+	1	1	2	1	1	2			

Notes:

1. Field and diamond type will be allocated based on factors including type of activity, age group, skill level of participants, etc.
2. All House League and Recreational allocations in soccer assume that 2 teams share a field for practices and games. For example, one hour allocated to each team for a game results in a two hour game slot for the two teams playing.
3. Minimum 14 players per team
4. All representative practice allocations assume 2 teams within the same organization share the field. All representative game allocations assume one team from within the organization.

Diamond Allocation Formula (hardball, fastpitch, slopitch, etc.)

Age Group	House League/Recreational Time Allocation			Representative Time Allocation		
	Practice	Game	Total	Practice	Game	Total
Instructional T-Ball	2	1	3	N/A	N/A	N/A
Grasshopper/Mite	2	1	3	N/A	N/A	N/A
Rookie	2	1	3	4	2	6
Mosquito	2	1	3	4	2	6
Pee Wee	2	1	3	4	2	6
Bantam	2	1	3	4	3	7
Midget	2	1	3	4	3	7
Junior	2	1	3	4	3	7
Senior/Adult	N/A	1 slo-pitch 1.5 hardball	1 slo-pitch 1.5 hardball	2	3	5

Emerging Field Activities Allocation

Emerging field activities will be given fair consideration for field time and allocation formulas will be developed as groups are organized and established.

Process for Gymnasium Allocation

Assumptions

1. Gym time will be allocated annually for season of fall/winter/spring (Labour Day to June 30th) and summer (July 1 to Labour Day)
2. It is acknowledged that all categories of user groups may experience cancellations and/or adjustments to their seasonal allocation over the course of their seasonal permit due to approval of special events (i.e. tournaments, demonstrations, etc. from other Community Groups or closures for emergency maintenance or inclement weather)
3. Only gym type activities will be allowed with appropriate shoes/sneakers in gym facilities with hardwood floors or specialized sports flooring (i.e. Rouge Woods).

Submission Requirements

1. All gym rental request forms for the fall/winter/spring season are to be submitted to the Community Services Facility Booking Section by May 1st.
2. All gym rental requests for the summer season are to be submitted to the Community Services Facility Booking Section by March 1st.
3. The forms must be accompanied by the following documentation;
 - a. Registration data from the previous year;
 - b. Registration projections for the upcoming year;
 - c. Participants designated category outlined in the allocation formula sections as described below;
4. Additional gym hours in excess of the formula value described below must be requested in writing at the time of the application and included should be an explanation on how the time will be utilized.

Allocation Notification and Space Confirmation

1. The gym allocation and subsequent permits will be completed by July 15th for the fall/winter/spring season.
2. The gym allocation and subsequent permits will be completed by May 15th for the summer season.
3. Agreements must be signed and returned to the Community Services Facility Booking Section by August 1st for the fall/winter/spring season.
4. Agreements must be signed and returned to the Community Services Facility Booking Section by June 1st for the summer season.
5. Submissions and requests received after the allocation deadline date will be held until all other applicants have been accommodated.
6. A summary of application deadline dates can be found in Appendix F of the Facility Space Allocation Policy.

Designation of Gymnasium Hours

Prime time gym hours are;

Monday to Friday (excluding Holidays) 6:00 p.m. – 11:00 p.m.
Saturday and Sunday (excluding Holidays) 8:00 a.m. – 11:00 p.m.

Non-prime time gym hours are:

Monday through Friday 8:00 a.m. – 6:00 p.m.

Allocation Guidelines and Formulas

The Community Services department offers programs and activities to Richmond Hill residents. Once the needs of the City have been satisfied the remaining gym time will be made available to groups and individuals. In situations where demand for preferred facility space time exceeds supply, the allotment of each group's time will be calculated using an allocation formula.

This will ensure that all groups of the same priority status experience an equitable adjustment in allocation when there is a deficit in available hours.

Following the determination of where a group or organizations ranks in accordance to the Space Allocation Policy, distribution of prime time hours will be equitably distributed in proportion to each organizations registration numbers and designated categories. Where the demand for gym time based on the allocation formula outweighs the availability of facility space available, a percentage of time allocated must be shared equally during non-prime times.

Allocation will be based on final registration figures from the concluding season (i.e. 2019/20 indoor facility allocation will be based on the 2018/19 registration figures.) All clubs registration numbers will be verified with the appropriate governing body if required. Additional gym hours in excess of the formula value described below must be requested in writing at the time of the application and included should be an explanation on how the gym will be utilized.

Richmond Hill-Based Basketball, Volleyball and Badminton Allocation Formula

Division	House League/Recreational	Representative
Instructional/Beginner	Registrants/30 x 1 hour per court	N/A
U – 11 years	1 hour per team, per court	3 hours per team, per court
Over 11 years	1 hour per team, per court	4.5 hours per team, per court
Adult	1 hour (min. 16 players or 2 teams) per court	N/A

Richmond Hill-Based Soccer Allocation Formula

Level of Participation	Entitlement (hours per week)
Instructional – 10 years of age and under	Registrants/24 x 1 hour
Instructional – 11 years of age and older	Registrants/16 x 1 hour
House League	Registrants/24 x 1 hour
Representative/Travelling	Registrants/16 x 2 hours
Adult	Registrants/20 x 1 hour

Notes:

1. Hour allocations are based per week
2. Gym type will be allocated based on factors including type of activity, age group, skill level of participants, etc.
3. All house league allocations assume two teams from the same organization are splitting one court for games and practices
4. All Rep allocations assume one team for games
5. All Rep allocations Under 11 division assume two teams are splitting one court for practices
6. All Rep allocations in the Over 11 division assume one team per court for practices

Emerging Gymnasium Activities Allocation

Emerging gymnasium activities will be given fair consideration for gym time and allocation formulas will be developed as groups are organized and established.

Process for Swimming Pool Allocation

Assumptions

1. Swimming pool time will be allocated annually for the season of Fall/Winter/Spring (Labour Day to June 30) and Summer (July 1 to Labour Day)
2. It is acknowledged that all categories of user groups may experience cancellations and/or adjustments to their seasonal allocation over the course of their seasonal permit due to approval of special events (i.e. events, demonstrations, etc. from other Community Groups or closures for emergency maintenance)
3. The pool allocation requests for recognized community groups include tryouts, regular practice and meets/tournaments or shows.
4. Additional pool time, if available, will be offered to the Aquatic interest groups equitably.

Submission Requirements

1. All pool rental request forms for the fall/winter/spring season are to be submitted to the Aquatic Coordinator of the selected pool rental location by April 1st.
2. All pool rental request forms for the summer season are to be submitted to the Aquatic Coordinator of the selected pool rental location by January 15th.
3. The forms must be accompanied by the following documentation;
 - a. Registration data from the previous year
 - b. Registration projections for the upcoming year
 - c. Participants designated category outlined in the allocation formula sections as described below
4. Additional pool hours in excess of the formula value described below must be requested in writing at the time of the application and included should be an explanation on how the time will be utilized.

Allocation Notification and Space Confirmation

1. The pool allocation and subsequent permits for the fall/winter/spring season will be completed by June 15th.
2. The pool allocation and subsequent permits for the summer season will be completed by March 1st.
3. Agreements for the fall/winter/spring season must be signed and returned to the Aquatic Coordinator of the selected pool location by July 15th.
4. Agreements for the summer season must be signed and returned to the Aquatic Coordinator of the selected pool location by April 1st.
5. Submissions and requests received after the allocation deadline date will be held until all other applicants have been accommodated.
6. A summary of application deadline dates can be found in Appendix F of the Facility Space Allocation Policy

Designation of Pool Hours

Prime time pool hours are:

Labour Day to June 30

Monday to Friday (excluding Holidays) 4:00 p.m. – 11:00 p.m.

Saturday and Sunday (excluding Holidays) 6:00 a.m. – 11:00 p.m.

July 1 to Labour Day

Monday to Sunday 5:00 a.m. – 11:00 p.m.

Non-prime time pool hours are:

Labour Day to June 30

Monday to Friday 5:00 a.m. – 4:00 p.m.

July 1 to Labour Day

None

Allocation Guidelines and Formulas

The Community Services department offers a large number of aquatic programs and activities to Richmond Hill residents. Once the needs of the City have been satisfied the remaining pool time will be made available to groups and individuals. In situations where demand for preferred facility space time exceeds supply, the allotment of each group's time will be calculated using an allocation formula. This will ensure that all groups of the same priority status experience an equitable adjustment in allocation when there is a deficit in available hours.

Following the determination of where a group or organizations ranks in accordance to the Space Allocation Policy, distribution of prime time hours will be equitably distributed in proportion to each organizations registration numbers and designated categories. Where the demand for pool time based on the allocation formula outweighs the availability of facility space available, a percentage of time allocated must be shared equally during non-prime times.

Allocation will be based on final registration figures from the concluding season (i.e. 2012/13 pool allocation will be based on the 2011/12 registration figures.) All clubs registration numbers will be verified with the appropriate governing body if required. Additional pool hours in excess of the formula value described below must be requested in writing at the time of the application and included should be an explanation on how the pool space will be utilized.

Competitive Swimming Formula

Designated Categories	Allocated Training Hours
Competitive (14 – 18)	16 hours per week
Pre-competitive (11 – 15 years)	12 hours per week
Age Group (8 – 12 years)	6 hours per week
Developmental (5 – 9 years)	3 hours per week
Masters (18+)	4 hours per week

Allocation will be based on 5 swimmers per lane per designated category.
Number of swimmers per lane may be adjusted if deemed necessary.

Allocation Formula	Example
Number of swimmers per category divided by 5 swimmers per lane = number of lanes required	Competitive Level 50 residents divided by 5 swimmers per lane = 10 lanes
Number of lanes x allocated time per week = number of lanes per week required	10 lanes x 16 hours = 160 lane hours per week

Emerging Aquatic Activities Allocation

Emerging aquatic activities will be given fair consideration for pool time and allocation formulas will be developed as groups are organized and established. (i.e. water polo, synchro, etc.)

Learn to Swim Programs

Pool space is allocated to community sport groups to develop skills in a specific area of sport. Learn to Swim programs are delivered exclusively by the Community services Department in City owned and operated facilities. No user group shall duplicate services or compete directly with the City of Richmond Hill operated programs or services.

Supervision Requirements

Casual Permits

Single use or spot bookings are available upon request at each facility. A Request for Rental Form must be completed and forwarded to the Aquatic Coordinator at the requested facility for consideration.

Lifeguards will provide safety supervision of all bathers in accordance with Ontario Public Pool Regulation 565. The permit holder is responsible to ensure children in the pool are provided with direct supervision by accompanying adults. Children will not be permitted into the pool until all supervising adults are present. The Admission Standard below must be followed:

Children 5 years of age and under: Maximum 2 children per adult

Children 6 – 9 years of age: Maximum 4 children per adult

Children 10 years of age and older: Maximum 8 children per adult

- Adults must be a minimum of 16 years of age and are responsible to provide direct supervision of the children in their care;
- Adults must remain within arm's reach of non-swimmers at all times;
- Lifeguards do not count towards the supervision requirements;
- If inadequate adult supervision is provided, the number of bathers permitted in the pool will be limited based on the number of adults in attendance at the time.

Waterslide Use during casual permits

- Children who do not meet the posted height requirements of 4 feet are not permitted down the waterslide under any circumstances;
- Only one person can ride the waterslide at a time;
- The waterslide is not recommended for weak swimmers who cannot swim at least two widths of the pool;
- Individuals wearing a lifejacket/PFD are not permitted down the slide and must be with arm's reach of an adult at all times.

Long Term Club Permits

The Club(s) can request Richmond Hill to provide lifeguards for their pool use (and be charged accordingly) or choose to assume the responsibility of the bathers using their own lifeguard certified Club Coaches to meet the requirements of the Ontario Public Pool Regulation 565. The Club(s) shall assume all responsibility for direct supervision of all members of the Club during all activities related to the Club's use of the pool. In accordance with the Ontario Public Pool Regulation 565, direct supervision means direct and uninterrupted control of the bathers by the certified aquatic coach who is charged with their care. Each coach directly supervises a specific number of bathers (no more than 25 bathers per coach) participating in an organized and structured activity and are responsible for the Club's bathers while they are on the deck, in the pool and in the facility.

For all regular practice times, the Club shall provide all qualified lifeguard staff, on deck, required by the Health Protection and Promotion Act respecting Class A pools, during all Club activities at the Pool.

The Club shall make copies or original awards of all designated on deck lifeguards/coaches. Failure to provide adequate qualified lifeguards at any time of use of the Pool Facilities by the Club will result in delay or cancellation of the use of the pool until such time as the legislated requirements of the Act are complied with.

All designated qualified lifeguards provided by the Club for any pool use must undergo an orientation session of the facility conducted by the City of Richmond Hill prior to acting in the capacity of a qualified lifeguard.

For all meets and competitions the City will provide one head guard, one facility operator and appropriate lifeguard staff during the scheduled event and these staff will assume control of all activity in the event of an emergency. The Club will be responsible to provide all other qualified guards. The Club will provide supervision of all participants and spectators.

Process for Outdoor Wedding, Event and/or Picnic

Assumptions

1. Reservations will be accepted after January 1st of each calendar year
2. Permitted time will be allocated based on a first-come, first-served basis. There will be no roll over of time slots year-to-year
3. Alcohol consumption is strictly prohibited
4. Special requests such as tent marquees, staging, amplified sound, etc. will require written approval from the Department
5. Picnic tables shall not be moved from the designated area
6. Parking is to occur in designated parking spaces only. No vehicles shall be driven or parked on grass areas

Seasonal Permits

Outdoor event, wedding and picnic permits will be issued for the season May 1st to September 30th

Submission Requirements

1. All outdoor events, wedding and picnic rental requests are to be submitted to the Community Services Facility Booking Section after January 1st of each calendar year.
2. All requests will be processed based on a first-come, first-served basis
3. The following documentation must accompany the booking request;
 - a. Number of expected guests
 - b. Special requests
4. Confirmation will be provided within 5 days of the request submission

Designation of Outdoor Space Hours

Prime Time outdoor event hours are:

Monday to Friday (excluding Holidays) 5:00 p.m. – 8:00 p.m.
Saturday and Sunday (excluding Holidays) 8:00 a.m. – 8:00 p.m.

Non-prime time hours are:

Monday to Friday 8:00 a.m. – 5:00 p.m.

Allocation Guidelines

Specific park locations have been identified for the hosting of outdoor events, weddings and picnics as follows;

Facility Location	Picnic Shelter Maximum	Park/Event Maximum
Crosby Park	25	100
Headwaters Park	25	50
Phyllis Rawlinson Park	150	200
Sunset Park	100	200
City Park	25	200

Richmond Green	Picnic Shelter Maximum	Park/Event Maximum
Picnic Shelter A	150	150
Patio Area	40	40
Agriculture Building 2 – outdoor area	150	250
Wedding area & gazebo	150	300

Permit Rental Contract Conditions & Regulations

The City of Richmond Hill:

- reserves the right to cancel any permit/contract should there be a breach of regulations, or upon 24 hours' notice as required;
- may cancel permits on short notice due to mechanical failures, weather conditions or emergencies of any kind;
- will not issue a permit where an outstanding balance remains on the account;
- is not responsible for liability claims against the permit holder;
- is not responsible for damages, loss or theft of equipment or clothing of any permit holder or their guests;
- reserves the right and authority to enforce the rules and regulations of the facility and to refuse admission to any person or group who are not in compliance with the same;
- reserves the right to remove any promotional material, signs, flyers, posters or banners that have been placed on City property, for any reason;
- reserves the right to require police or security staff at any event at the expense of the permit holder. Written confirmation of security provisions must be submitted 10 days prior to the event;
- reserves the right to require a security deposit for any event. The eligibility and amount of the refund for such will be considered following the event;
- will not store equipment or supplies without permission from the Manager of Facility Operations. Where permission is granted, applicable fees will be applied to the permit.

The Permit Holder (Client):

- hereby agrees to indemnify and hold harmless the City of Richmond Hill, its servants, agents and workmen, of and from all and every liability of any kind whatsoever including, without limitations, liability for bodily injury or death, damage to persons or property, or liability for any debt which may arise out of the issuance of this permit or the use of the facility herein referred to;
- is responsible for their own liability insurance. Groups may be asked to provide proof of insurance and to name the City of Richmond Hill as an additional insured to a minimum of two million dollars for major events;
- is responsible for City of Richmond Hill property that is lost, stolen or damaged;
- shall pay for all damages to the property of the City arising from the use of the facility where the permit holder is deemed to be responsible;
- is responsible for any charges related to extended use of facility past permitted hours;
- is responsible to pick up keys for permits at unmanned buildings, and return back to the City within 48 hours after the date of the event;
- must notify the City of any cancellation at least 10 business days in advance. Failure to provide notice will result in a fee penalty of one half the normal rate. Failure to provide less than 5 business days' notice will result in a penalty of the full normal rate. An administration fee will be deducted from any refund issued initiated by the permit holder;
- is responsible for the conduct and supervision of all persons attending the event and shall ensure that all regulations contained in this permit rental contract are observed. Vandalism, littering, abusive language, smoking and alcohol use without a license shall be deemed as just cause to cancel a permit or reject future permit applications;
- is responsible for restricting activities to the permitted areas only;
- is responsible for adhering to fire and alcohol regulations;
- is responsible for vacating, returning to original condition, keeping facilities clean and removing all rented or privately owned property, alcohol and personal effects by the specified permit end time unless prior arrangements have been made. Confetti and rice is prohibited in all facilities.

- must be a minimum of 18 years of age at the time of booking and present in the facility during the permitted times. Those under the age of 18 must be supervised by an adult and/or permit holder at all times;
- agrees to adhere to the Purpose & Conditions of Use as stated on all permit contracts;
- will be responsible for any costs incurred as a direct result of a false alarm caused by any member of the group;
- shall not sell items deemed to be in competition with Recreation & Culture unless prior approval has been given by the Director of Recreation & Culture. A vendors permit must be posted during all sales;
- must comply with the rules, regulations of City bylaws including, but not limited to; Parks Bylaw, Nuisance Bylaw, Sign Bylaw and the Municipal Alcohol Policy, where a Special Occasion Permit has been issued
- must receive authorization prior to affixing any decorations or signs advertising the event. If granted, the permit holder will ensure all decorations/signs are fireproof, affixed with masking tape and removed by the specified permit end time;
- must wear non-marking athletic shoes for all sport activities held in a gym or indoor sports centre facility;
- is responsible to vacate the park by no later than 11:00 p.m. and to turn off park lights when vacating the sports field;
- agrees to vacate arena and pool changerooms within 30 minutes of the permit end time. Changerooms must be left in a clean and useable condition when vacated.

Important Information

- sign and return one copy of the permit rental contract to the Recreation & Culture Division in order to validate your permit;
- rental fees must be paid in full at the time of booking. The City of Richmond Hill reserves the right to cancel the permit if the applicant defaults in any payment. An administration fee is charged to all returned payments;
- facility permits are valid for specified use, location(s) date(s) and time(s) and may not be changed or subleased unless approval is first received from Recreation & Culture. In the case of dispute, the status of Recreation & Culture's copy of the permit will take precedence;
- smoking is prohibited in all municipal facilities pursuant to the "Smoke Free Ontario Act" Smoking is also prohibited within 9 metres of all recreation facility entrances, playgrounds, sport field, tennis court, basketball court or splash pad
- the sale and/or consumption of alcohol is forbidden at all sports facilities and park locations unless a permit has been granted. Failure to comply with the LLBO and the Municipal Alcohol Policy regulations result in immediate permit cancellation, notification of authorities and removal from the permitted area. Special Occasion Permit (SOP) must be on site during events and all people serving alcohol must be Smart Serve Trained with proof of certification;
- the decision as to whether an outdoor sports facility is considered playable during inclement weather rests with the City. No games are to be played on sports fields when closed during inclement weather. Call the inclement weather hotline at 905-771-5487 to hear what facilities have been closed;
- various structures requiring an anchor (canopies, tents, etc.) require appropriate locates and are the responsibility of the permit holder. Copies of locates must be provided to the City for review 5 business days prior to the event;
- no vehicles shall be driven or parked on the grass area of a park;
- for problems, complaints or enquiries about any outdoor park, sport field or indoor facility call 905-771-8800;
- for after-hours maintenance concerns on outdoor sport facilities call 905-884-8013
- commercial or non-resident groups are not guaranteed any Richmond Hill facility space beyond the dates as stated on the permit. Future requests for space will follow the Facility Allocation Policy.

Appendix F

Application Submission Deadline Dates

Facility Type	Roll Over Season Start Date	Draft Permit to Client & Application Deadline for Additional Hours in excess of Allocation	Final Permit to Client	Signature & Payment from Client
Indoor Facilities (fall/winter/spring)	March 1	May 1	July 15	August 1
Indoor Facilities (summer)	January 1	March 1	May 15	June 1
Outdoor Facilities – Sports Fields	December 1	February 1	April 1	April 15
Sports Dome	July 1	August 1	Sept 15	Sept 31
Pools (fall/winter/spring)	February 1	April 1	June 15	July 15
Pools (summer)	November 15	January 15	March 1	April 1