



Town of Beausejour
Community Services Department
360 Veteran's Ln. Beausejour
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Ice Rental Agreement

Agreement Statement

This Ice Rental Agreement outlines decisions made between the Town of Beausejour and the seasonal contract individual / group / organization, herein called the **Renter** for the upcoming ice season, at the Beausejour Sportsplex.

This Ice Rental Agreement is supported by and follows the Town of Beausejour Council's mandated directives as outlined in the Ice Allocation Policy RCS 04-2024 and in the Fees and Charges By-law 1806-24.

Scope

The following inclusions form part of this agreement:

- Ice Allocation Policy
- Dates, times, and fees of ice rental applicable to each group
- Memorandum of Understanding when applicable
- Terms and Conditions

Ice Rental Agreement between:

Town of Beausejour

Community Services Department
360 Veteran's Lane, Box 369
Beausejour, Manitoba, R0E 0C0
204-268-9266 ext. 4

and

Individual/Group/Organization

Ice Allocation Policy

All procedures and guidelines for booking the Beausejour Sportsplex arena, handling unused, cancelled, transferred and special event ice will be referenced to the Ice Allocation Policy as approved by Council.

Terms and Conditions

1. For the Town of Beausejour to effectively serve its customers, all **Renters** are asked to appoint two representatives to serve as liaison between the Town of Beausejour Staff and the **Renter**. All communications between the **Renter** and the Town of Beausejour should be channelled through each **Renter's** representatives.
2. All requests for ice time must be made in writing to the Facility Coordinator, or their designate, prior to June 30th each year.
3. A copy of the **Renters** Certificate of Insurance shall be submitted prior to the first on-ice program of each **Renter**.
4. Each ice rental will have a 15-minute flood before and after the scheduled rental, unless otherwise discussed and agreed upon by the Facility Coordinator and **Renter**.
5. All **Renters** will ensure that no person or equipment is on the ice or sitting on the boards during the operation of the ice-resurfacing machine and shall remain off the ice until the maintenance staff has left the surface and the ice-resurfacers gate is closed. All gates that provide participant access to the ice surface must remain closed during floods. Disregarding this rule will be subject to disciplinary action (see below).
6. The Town of Beausejour shall not be responsible for any lost or stolen goods or money, whether from a dressing room or anywhere in the facility. It is the responsibility of the **Renter** to get a key for their assigned dressing room and to ensure that the dressing room door is locked or supervised while they are on the ice.
7. Smoking, e-cigarettes, vapes and chewing tobacco are prohibited in all areas of the Beausejour Sportsplex and within 5 meters of any entrance.
8. The presence and/or consumption of alcoholic beverages in non-licensed areas such as Changerooms are not permitted within the Beausejour Sportsplex.
9. To encourage appropriate behaviour and to promote a safe, positive atmosphere, it shall be understood that the **Renter** takes primary responsibility for the behaviour and actions of all persons associated with their program or event. Profanity and aggressive behavior from players, coaches or spectators will not be tolerated. Unbecoming behaviours by individuals, groups or organizations will be reported to the Facility Coordinator for discipline assessments. Illegal activities will be reported to the Police.
10. The **Renter** shall ensure that dressing rooms are vacated within twenty (20) minutes after the end of the rental. The **Renter** further ensures that the dressing room(s) shall be left in a clean condition, as received. Coaches are responsible to ensure that the dressing rooms are left in an acceptable condition and free of damage. Violation of this responsibility is subject to disciplinary action (see below).

11. The use of electronic devices with cameras, recording devices or cell phones is **strictly prohibited** in change rooms, washrooms, or shower areas. Individuals wishing to video tape activities within the facility should contact Facility Coordinator prior to commencement.
12. **Renters** are expected to conduct themselves in the change rooms as directed by the Hockey Canada Change Room Policy.
13. Any schedule changes to a **Renter's** facility booking should be forwarded to the Facility Coordinator as soon as possible upon the confirmation of the schedule change. Sufficient lead time is required.
14. **Renters** are responsible for checking dressing room assignments prior to each use and use only rooms that have been assigned for your team. For games, **Renters** are encouraged to direct referees to the appropriate change room, and not allow them the use of the general change rooms.
15. **Renters** may access their dressing room 20 minutes prior to their rental.
16. Warm-up activity is not allowed in the arena concourses, hallways, or spectator areas, and should be contained to the walking track area.
17. Using sticks, pucks, balls, rings or other sporting equipment is strictly prohibited outside of the arena surface. Damage caused as a result of such activities will be repaired at the sole expense of the person responsible, or their guardian.
18. Players are required to wear their equipment and helmets at all times while on the ice and must have a coach present when on the ice surface.
19. No shoes, boots, wheelchairs, sleds or strollers allowed on the ice. Ice picks that go overtop of shoes and boots are acceptable.
20. The use of other areas of the facility such as meeting rooms, lobby, mezzanine, etc. are subject to additional conditions and must be reserved with the Facility Coordinator, or their designate, prior to use.
21. All **Renters** using space in the Beausejour Sportsplex shall be charged the applicable facility use rate as per the Fees and Charges By-Law. Any group that has an outstanding balance prior to the start of a new ice season shall not be allowed to reserve any ice-time until the account balance is paid in full.
22. No Food or open-top beverage containers are allowed in the player or penalty boxes.
23. It is expected that **Renters** report equipment malfunctions, untidiness, or general facility maintenance concerns to the Staff promptly.
24. Children 12 years of age and under must be supervised by an adult at all times.

25. It is expected that clean footwear, or footwear immediately cleaned upon entering the building, are worn into the arena and that the **Renter** is encouraging parents and children to abide by this whenever possible.
26. All individuals associated with the **Renter** should be using the front entrance of the Beausejour Sportsplex to enter and exit the building. The exterior side doors are for emergency use only and should remain closed and locked at all times.
27. Inappropriate behaviour such as swearing, physical or verbal abuse, abuse of power and hazing by any members associated with a **Renter**, including coaches, athletes and spectators, may result in immediate and/or permanent removal from the facility.
28. **Renters** must make written requests to use the Beausejour Sportsplex sound system. The controls of the system are pre-set and cannot be adjusted. Repair of any damages to the sound system as a result of misuse will be at the sole expense of the **Renter**.

Disciplinary Action

Disciplinary action may be required if anyone associated with a **Renter** is found to be causing undue disrespect, facility damages, or delays to operation. Facility rules and expectations are put in place to ensure the Beausejour Sportsplex remains a safe space for all users and staff. The following infractions will be considered for disciplinary action:

- Severe damage(s) to the ice beyond the normal wear and tear caused by a **Renter**, at the discretion of the Ice Technician.
- Equipment that is left on the ice surface or player benches that delay programming or require additional cleaning by the Ice Technician.
- Excessive mess left in dressing rooms, shared washroom spaces, or player benches immediately after a **Renters** use that causes a delay to the schedule or infringes on other user groups or programming; at the discretion of the Ice Technician.
- Damages intentionally caused by a user group to any Beausejour Sportsplex facility spaces or equipment.
- Ice time overage that causes cleaning and schedule delays.
- Disrespectful gestures, language and actions towards any facility staff or other facility users.
- Consciously ignoring facility rules, such as entering the ice area or opening gates while the Ice-Resurfacer is on the ice or the Ice-Resurfacer gates are open, using sticks, pucks or balls in the lobby area or walking track, etc. It is up to the **Renter** to ensure all individuals associated with their organization are aware of the facility rules.

The following disciplinary procedure will be followed to reinforce facility rules and expectations:

1. Town Staff will record any incidents on an Incident Report Form in detail with dates, times, and offending user group details, when available. Pictures may be taken as supporting evidence when applicable.

2. For a first offence, a written notice along with the incident report will be delivered via email to the liaison of that offending **Renter**.
 - a. All follow-up actions taken by the **Renter** should be communicated to the Facility Coordinator.
3. For a second offence, a \$100 fee will be invoiced to the **Renter** and a written notice with the incident report will be delivered via email to the liaison of the offending **Renter**.
4. For a third offence, a fee of \$250 will be invoiced to the **Renter** and a notice of program termination if any more infractions occur will be delivered via email to the **Renter** liaison.
5. At the occurrence of the fourth infraction, a fee of \$500 will be invoiced to the **Renter** and all future programs will be terminated for the remainder of the season. Programming will not be re-instated unless evidence of significant improvements in the group's behaviour can be demonstrated.

Signing of Agreement

I _____, representing _____
(Print Name) (Name of Group, Organization)

have read, and on behalf of the organization, agree to abide by the Terms and Conditions of the Beausejour Sportsplex. I execute this agreement on behalf of the organization / group and have the authority to bind the Lessee with my signature.

Dated this _____ day of _____ 20_____.

Signature _____ (Group/Organization)