



Centre Wellington

POLICY: Indoor Facility Allocation Policy

Department: Parks & Recreation

Subject: Indoor Facility Allocation (Ice, Floor, Special Events, etc.)

Approved By: **Township Council**

Approval Date: May 12th, 2008

Author: Parks & Recreation Department

Purpose:

To assist the Township of Centre Wellington in the allocation of facility rental time at all municipally owned recreation indoor facilities. It is the intent that through this uniform policy, that Township of Centre Wellington residents and non-profit organizations will feel equally and fairly treated. It is also important to ensure that equal opportunity exists regardless of gender.

The policy will establish formulas and standards that will help allocate minimum requirements of facility rental time at all municipally owned recreation centres to all qualified user groups in the Township as well as maximize the potential of all parks & recreation facilities.

Procedure:

Township Facilities

The Township of Centre Wellington owns and operates four recreation centres known as the:

- Elora Community Centre
- Centre Wellington Community Sportsplex
- Victoria Park Seniors Centre
- Belwood Hall

The Township of Centre Wellington owns and operates numerous parks and open spaces that include various sports fields, play equipment, picnic shelters, campgrounds, and other amenities.

Operating Governance

The Township of Centre Wellington Parks & Recreation Department will be responsible for calculating each regular user group's facility allocation. This will be done annually. The Township's Facility Booking Office is responsible for the implementation of the policy as outlined.

No organization is permitted to book facility time that will go unused, except for the purpose of ensuring that sufficient facility time is available.

Facility Allocations Priorities

The facility allocations will be prioritized in the following order:

1. Municipal Programs
 - defined as programs offered by the Township of Centre Wellington to provide an opportunity for community residents (open to the general public), to utilize our facilities through drop-in public skate/shinny hockey, public swim, camps, and other registered programs offered by the Township.
2. Special Events & Tournaments
 - defined as those which bring recognition to, or increase the public profile of, the Township of Centre Wellington
 - International, National, Provincial and Regional multi-sport/ recreational event or event which are sanctioned by the appropriate governing body and which bring recognition to, or increase the public profile of the Township of Centre Wellington
3. Major Township of Centre Wellington teams (i.e. Devils, Rocks, Mohawks, Aces, etc)
4. Minor Youth and other Non-profit Youth Organizations within the Township
 - defined as at least having 80% of the registered players being residents of the Township of Centre Wellington and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural, or social activities.
 - one hundred percent of the participants must be 18 years of age or under prior to December 31st of that year's session and/or the age categories as outlined in the existing provincial or national governing bodies.
5. Schools
 - a publicly-funded school or a "not-for-profit school recognized by the Province of Ontario as an education institution, located in the Township of Centre Wellington
6. Adult Non-profit Organizations within the Township
 - defined as at least having 80% of the registered players being residents of the Township of Centre Wellington and the primary purpose of the organization is to offer, and involve, individuals in recreation, athletic, cultural, or social activities.
 - The age of the participant is greater than that which qualifies as a youth organization.
7. All other Township user groups
 - defined as any use by an organization or individual where the purpose is to generate activity for the "public good" of the community or to generate funds which will be put to a "public good" in the community.
8. Non-resident groups
 - Defined as any use by an organization or individual where the organization, group, or individual does not reside or operate within the Township of Centre Wellington.
9. Commercial Operations
 - Private sector group or individual whose primary purpose in booking the facility is to make a profit.

Historical Precedent

Existing - Preference in the allocation system will be given to established non-profit youth organizations, which have provided quality programming to the residents of the Township over previous years.

New – new youth organizations will be considered within the allocation provided that:

- they meet an identified need in the community, not being provided by any of the existing organizations
- there are sufficient registrants
- that facility time is available
- New groups will be identified as "New" for two years to help support the establishment of the group.

Identified needs and appropriate use of the facility will be evaluated by the Department.

However, accommodating new groups at the expense of the existing groups will be considered only in cases where a program is being introduced into the area for the first time and no other program of this nature is available.

- The Township of Centre Wellington encourages new recreational opportunities, especially to the non-served segments of the population.

- The development of new programs or the expansion of existing programs into other areas should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations). The Department will direct the new organization to the existing organization.

A new organization, group, or individual requesting facility time for the first time must submit a request in writing to the Facility Booking Coordinator no later than March 1st of the year prior to the September through April season and by October 1st of the year prior to the April through October season.

- Facility allocation for new organizations will be determined as per the allocation policy.

Expansion of existing programs – Organizations that experience an increase in registration will not be allotted additional facility time at the expense of other organizations that maintain a similar registration level from previous years.

- Requests by an existing group to implement an increase in their previous year's facility allocation, to accommodate growth of participants, will be considered after all existing and new facility allocations have been allocated.
- No new tournaments, special events, or expansions to existing programs may be implemented without the prior written approval of the Parks & Recreation Department.

Tournaments & Special Events

The Township of Centre Wellington supports special programs like tournaments and special events. Priority will be given to these events and they will be scheduled in the facility allocation calendar first (after municipal programs have been scheduled). Each non-profit organization will have the ability to provide at least one tournament or special event.

Due to current ice demand and lack of prime time ice, *the Township will be placing a freeze on any new tournaments/events except in September and April. All organizations will be limited to their 2007/08 tournament schedule until such time as a new ice pad is made available.*

Recognizing that the Fergus Skating Club, the Elora Skating Club, and the Grand River Mustang Girls Minor Hockey currently do not operate a major tournament/event, Township staff will work with these organizations to allow one major tournament/event to be added in future years. We will work with these organizations to create the least amount of impact on the ice season

In the scheduling of tournaments and special events, priority will be given to the special events (an event that has been in operation for several years). It is important to note that these events usually fit into time slots with other tournaments and special events in Ontario. Consequently, it is vital to keep the dates "constant" so that planning of the events is made easier. All efforts should be made by organizations planning new tournaments that these events not coincide with other pre-planned events, as existing events would be given priority.

All organizations are required to book and pay for contingency facility time during tournaments in order that curfew situations for tournaments or delay in rentals after the tournament do not occur. Organizations will be required to book a minimum of 1 additional hour of facility time to accommodate this contingency.

Where "set-up" time is required for an event, this time will be charged back to the organization at the rates approved by Council.

ALLOCATION FORMULA

The Township of Centre Wellington will calculate each organization's "base ice/floor allocation" from a formula. This base allocation will be the minimum ice/floor time to be allotted for the organization prior to any re-allocating of surplus ice/floor hours. This calculation will be based upon registration data from the **previous season** supplied by each organization and applied to a formula that denotes a standard for each of the teams, age groups, levels, house leagues or travel teams. Current season registration must be submitted on the dates outlined in pages 5 of the policy and adjustments to regular season allocations will be made accordingly and with consultation of the affected groups. The data submitted to the Township would be supported by the organization roster, which is shared with their provincial sport body. Where user groups expect significant changes, these will be treated as expansions and will be dealt with pending available ice/floor time. Failure to provide accurate information to the Parks & Recreation Department at the designated times may result in loss of preferred times.

The Department will attempt, wherever possible, to assign ice/floor in blocks through cooperation with the user groups. Blocks of ice are beneficial for a number of reasons and this practice should continue.

COMMUNITY ARENA ACCESS & ICE/FLOOR SHORTAGES

Community user groups will receive prime time ice/floor allocation at the arena that denotes their affiliation. However, through normal registration and allocation processes, the demand for prime time ice/floor at certain facilities may exceed the amount of actual time available. In such cases, each organization, regardless of arena affiliation, will share a percentage of a reduction of their prime time ice/floor allotment. This would be a fair and equal distribution of time, whereby all associations would be required to absorb non-prime time in order to ensure that all groups have an equal share in prime time ice/floor. This percentage of reduction would be calculated after the base allocation formula has been calculated.

In calculating this percentage of reduction that associations would be required to absorb, it is important to ensure that all associations end up with the same percentages of prime time to non-prime time. Consequently, once the base allocation numbers are calculated, each organization, regardless of arena location, will be required to absorb at least 5% of that required reduction of ice/floor time in non-prime time hours. This may require some organizations to "give up" their prime time allocation hours in order to absorb these non-prime time hours. In the spirit of this policy, it is important to have all associations in the Township end each year with "equal and fair" ice/floor allocation regardless of location and proximity to the arena.

Home Arenas

Where an organization is geographically based, it may apply to have its ice/floor allocation at specific arenas that are in close proximity. In the initial allocation of ice/floor time, the Department will allocate a minimum of 75% of all ice/floor time at the designated home arena, wherever possible.

- Where two or more groups are requesting ice/floor in the same home arena, the ice/floor will be proportionately distributed plus or minus 10% among the requesting groups.
- After the initial allocation of ice/floor, groups that may be eligible for additional ice/floor will be offered locations that may or may not be within the geographic area. Additional ice/floor time will not be factored into the 75% formula specified.

Facility Allocation Time Schedule

- **Arena Ice (September through April)**

All information required for the calculation of September through April ice allocation hours for each group, along with all tournaments and special event requests must be submitted as follows:

- **By April 1st of each year**, the Department will determine the ice time required for public skating and Department programs for the September through April season and enter them into the draft schedule.
- **By April 1st of each year**, schools will be required to submit their requirements for non-prime ice for the September through April season. These will be entered into the draft schedule.
- **By May 1st of each year**, all ice user groups, including the Department, will be required to submit all requests for all tournaments and special events. These will be entered into the draft schedule. The Department will prioritize the requests according to the policy, limiting the number of tournaments and special events if necessary, in order to establish a season of reasonable length for each organization.
- **By June 1st of each year**, the Department will finalize the tournaments and special events schedule, based on the allocation policy. Organizations will be given confirmation of their tournaments or special events.
- **By June 1st of each year**, all existing user groups will be required to submit their September through April ice requests, including the number of registered participants and teams. The Department will prioritize the requests according to the allocation policy and will enter these requests into the draft schedule. Organizations will be advised if a request cannot be accommodated.
- **By June 30th of each year**, the Department intends to have the ice allocation schedule finalized, based on the allocation policy and contracts will be sent out to organizations. Contracts must be returned signed by the organization to the Department by July 31st.
- **By October 1st of each year**, all existing groups must confirm the number of registered participants and teams for that season. Based on these numbers, the Facility Booking Coordinator will review the season's ice allocation based on the policies allocation formulas. The Township reserves the right to re-distribute ice allocation if the number of registered participants and teams for that season are substantially different from the previous season's numbers.

- **Arena Floor (April through August)**

All information required for the calculation of April through August arena floor allocation hours for each group, along with all special event requests must be submitted as follows:

- **By November 1st of each year**, the Department will determine the floor time required for Departmental programs and enter them into the draft schedule.
- **By December 1st of each year**, all floor user groups, including the Department, will be required to submit all requests for tournaments and special events. These will be entered into the draft schedule. The Department will prioritize the requests according to the policy, limiting the number of tournaments and special events if necessary, in order to establish a season of reasonable length for each organization.
- **By January 1st of each year**, the Department will finalize the tournaments and special events schedule, based on the allocation policy. Organizations will be given confirmation of their tournaments or special events.
- **By January 1st of each year**, organizations and groups will be required to submit their requests for April through August floor requests, including the number of registered participants and teams. The Department will prioritize the requests according to the allocation policy and will enter these requests into the draft schedule. Organizations will be advised if a request cannot be accommodated.
- **By February 1st of each year**, the Department intends to have the floor allocation schedule finalized, based on the allocation policy and contracts will be sent out to organizations. Contracts must be returned signed by the organization to the Department by February 28th
- **By April 1st of each year**, all existing groups must confirm the number of registered participants and teams for that season. Based on these numbers, the Facility Booking

Coordinator will review the season's floor allocation based on the policies allocation formulas. The Township reserves the right to re-distribute floor allocation if the number of registered participants and teams for that season are substantially different from the previous season's numbers.

Policy Review

Staff, and the Parks, Recreation & Culture Advisory Committee will review this facility allocation policy annually.

SCHEDULE “A”
WINTER ICE ALLOCATION

PRIME TIME ICE

Prime time ice is defined as follows:

- Monday to Friday from 5:00 p.m. to 11:00 p.m.
- Saturday and Sunday from 6:00 a.m. to 11:00 p.m.

Non-prime time ice is defined as the remaining time that the arena is open.

Winter Ice Hours of Operations

Elora Community Centre	6:00 am to 12:00 am
Centre Wellington Community Sportsplex	
Pad A	6:00 am to 12:00 am
Pad B	6:30 am to 12:00 am

In order to provide for a “balance” of prime time between user groups, it is recommended as a working principle that adults be assigned priority for time after 9:00 p.m. on weekdays and from approximately 10:00 am to 12:00p on Sundays and that the municipality attempt to provide for their own programs prior to 5:00 p.m. except on weekends. This would leave the remaining prime time for youth.

Each group will be targeted to have fair share of non-prime time ice.

ICE HOUR

One hour of ice is defined as 50 minutes in length plus a 10-minute flood. An hour-and-a-half (1 ½ hours) equates to 80 minutes of ice time and a 10-minute flood time. However, the Township of Centre Wellington may create mixes of ice time activity and flood time that would accommodate the user and still maintain the excellent quality and condition of the ice.

WINTER ICE

This ice allocation policy will apply to the fall and winter season and include time from approximately September 1st to approximately April 1st.

At present, the demand for ice in the spring and summer is not dependent upon availability of rental time. The issue is whether the facilities are open and operating. This issue becomes an economic one, that is, whether sufficient demand warrants a facility being in operation.

A) Ice Allocation Formula for Minor Hockey, Women’s Hockey, and Ringette

The formula for allocating hours to minor hockey, women’s hockey, and ringette organizations will standardize the number of participants per team and the number of games and practices per week. In these calculations, all time allocation will be rounded to the nearest half-hour.

Teams appear to be divided into either house league teams, local league teams or travel teams (Rep.).

The standard numbers of players per team is approximately 14-17 players for hockey and 11-14 players for Ringette with all teams having one practice and one game per week. While house league and local league teams share the ice with another team during practice, a travel team and a junior team occupy the full ice.

The age groups are traditionally as follows:

Age Group	Age
Mite & Tyke	4-6
Novice	7-8
Atom	9-10
Peewee	11-12
Bantam	13-14
Midget	15-17
Juvenile	18-19

Hockey

Age Group	Age
Bunnies	4-7
Novice	8-9
Petite	10-11
Tween	12-13
Junior	14-15
Belle	16-18

Ringette

The formula will be calculated as follows for minor hockey, women’s hockey, and ringette:

House League

- The formula is developed and applied using the average number of games and practices that a respective age group experiences in each of the organizations. For a game calculation it is considered that two house league teams share the ice.
- A Mite, Tyke or Bunnies team plays one game/practice per 50-minute period shared
 - **1.0 hour allocated.**
- A team, which has one 50-minute game and one 50-minute shared practice per week will have
 - **1.0 hour allocated**

Local League:

- This formula is based on using the average number of games and practices that a respective age group experiences in each of the organizations. For practice it is considered that two teams share the ice, and for the game calculation one team hosts the ice.
- A team, which has one 50-minute game and one 50-minute shared practice per week will have
 - **1.5 hours allocated**

Travel & Rep teams:

- A team, which has one 50-minute game and one 50-minute full ice practice per week will have
 - **2.0 hours allocated.**
- A team which has one 50 minute game and one 50 minute shared ice practice per week will have
 - **1.5 hours allocated**
- A team which has one 80-minute game and one 50-minute full ice practice per week will have
 - **2.5 hours allocated.**

Junior Teams & Sr. Teams:

- The Fergus Devils will be allocated 2 X 3 hours for games and 1 X 1.5 hours for practice of prime time ice and the Elora Rock will be allocated 1 X 3 hour for games and 1 X 1.5 hours for practice of prime time ice.
- Generally games will be scheduled for Friday (8:00 pm) and Sunday evenings (7:00 pm) and practices will take place during adult prime time hours.
- The Facility Booking Coordinator will re-allocate “Out of Town” game ice allocated to the Devils and Rocks to other groups as per the policy.

Adult Teams- House League:

- A team, which has one 50-minute game and no practice per week will have
 - **1.0 hour allocated.**

B) Ice Allocation Formula for Skating Clubs

The formula for allocating hours to skating club organizations will standardize the number of participants and frequency of times per week for skaters on the ice. For the programs located in the Township of Centre Wellington: Skate Canada has established two categories: learn-to-skate/recreational and STARskate. The Township of Centre Wellington currently does not offer a Competitive Program within the skate clubs. *If the ice time becomes available the program will be offered, the allocation will be 2X the amount of ice required for the Star Skate programs.*

Learn-to-Skate/Recreational

This program is the learn-to-skate program for beginners of all ages and is tailored to each user-group (e.g.: pre-school, youth, adult). Participants earn badges while learning fundamental skating skills. The coach to student ratio is a maximum of 1:10. Skaters progress at their own rate.

Some class names within the Can Skate program are as follows:

Kidskate

- a class comprised of 25 skaters once per week for 30 minutes, Share ice.
 - **0.5 hour allocated**

Can Skate

- a class comprised of 50 learn-to-skate participants on the ice for a 55 minute session. Share ice.
 - **1.0 hour allocation**

Advanced CanSkate

- a class comprised of 10 skaters twice per week for 10 minutes. Share ice
 - **0.0 hour allocation**
- A class comprised of 15 skaters once per week for 55 minutes.
 - **1.0 hour allocation**

Adult Skate

- A class comprised of 15 skaters once per week for 60 minutes.
 - **1.0 hour allocation**

Power Skate

Program stresses balance, power, agility, speed and endurance skills. Available to all skaters based on skating level. Classes within Power Skate may be grouped as follows: Introductory, Level I, Level II, Level III.

- All classes are composed of 25 skaters for one hour once a week.
 - **1.0 hour allocation.**

Synchro Skate

Program teaches people of all ages the basics of synchronized team skating. The ratio would be 24 per team with two practices per week.

- **2.00 hours allocation.**

STAR Skate

Acronym for Skills, Test, Achievement, Recognition. Program offers opportunities to skaters for all ages to develop fundamental figure skating skills in areas of ice dance, skating skills, free skate and interpretive skating. Unique in Canada, this program teaches figure skating skills in group and/or private lessons format in a progressive and sequential manner and includes specifically designed awards incentives. Skaters have the opportunity to take Skate Canada Tests through a nationally standardized testing system. Ice allocation ratio is same as competitive skate.

Junior:	20 skaters	3x/wk:	4.5 hours allocated/week
Intermediate:	15 skaters	4x/wk:	6.0 hours allocated/week
Senior:	10 skaters	5x/wk:	4.0 hours allocated/week

SCHEDULE “B”
SUMMER FLOOR ALLOCATION

Summer Floor Hours of Operations

Elora Community Centre	6:00 am to 12:00 am
Centre Wellington Community Sportsplex	
Pad A	6:00 am to 12:00 am
Pad B	6:30 am to 12:00 am

In order to provide for a “balance” of prime time between user groups, it is recommended as a working principle that adults be assigned priority for time after 9:00 p.m. on weekdays and from approximately 10:00 am to 12:00p on Sundays and that the municipality attempt to provide for their own programs prior to 5:00 p.m. except on weekends. This would leave the remaining prime time for youth.

FLOOR HOUR

One hour of floor is defined as 60 minutes in length. However, the Township of Centre Wellington may create mixes of floor time activity that would accommodate the user and still maintain the excellent quality and condition of the floor.

SUMMER FLOOR

This floor allocation policy will apply to the spring and summer season and include time from approximately April 1st to approximately September 1st.

At present, the demand for floor in the spring and summer is not dependent upon availability of rental time. The issue is whether the facilities are open and operating. This issue becomes an economic one, that is, whether sufficient demand warrants a facility being in operation.

A) Floor Allocation Formula for Minor Lacrosse, In-line Hockey

The formula for allocating hours to minor lacrosse and In-line Hockey organizations will standardize the number of participants per team and the number of games and practices per week. In these calculations, all time allocation will be rounded to the nearest half-hour.

Teams appear to be divided into either house league teams, local league teams or travel teams (Rep.).

The standard numbers of players per team is approximately 15 players with all teams having one practice and one game per week. While house league and local league teams share the floor with another team during practice, a travel team and a junior team occupy the full floor.

The age groups are traditionally as follows:

Age Group	Age
Mite & Tyke	4-6
Novice	7-8
Atom	9-10
Peewee	11-12
Bantam	13-14
Midget	15-17
Intermediate	18-19

The formula will be calculated as follows for minor lacrosse and In-line Hockey:

House League

- The formula is developed and applied using the average number of games and practices that a respective age group experiences in each of the organizations. For a game calculation it is considered that two house league teams share the floor.
- A Mite or Tyke team plays one game/practice per 60-minute period shared
 - **1.0 hour allocated.**
- A team, which has one 60-minute game and one 60-minute shared practice per week will have
 - **1.0 hour allocated**

Local League:

- This formula is based on using the average number of games and practices that a respective age group experiences in each of the organizations. For practice it is considered that two teams share the ice, and for the game calculation one team hosts the floor.
- A team, which has one 60-minute game and one 60-minute shared practice per week will have
 - **1.5 hours allocated**
- A team which has one 60-minute game and one 60-minute shared practice per week will have
 - **2.0 hours allocated**

Travel & Additional Entry Teams:

- A team, which has one 60-minute game and one 60-minute full floor practice per week will have
 - **2.0 hours allocated.**
- A team which has one 90-minute game and one 60-minute full floor practice per week will have
 - **2.5 hours allocated.**

Junior Teams:

- The Wellington Aces will be allocated 1 X 3 hours for games and 1 X 1.5 hours for practice and the Elora Mohawks will be allocated 1 X 3 hour for games and 2 X 1.5 hours for practice.
- The Facility Booking Coordinator will re-allocate "Out of Town" game ice allocated to the Aces & Mohawks to other groups as per the policy

Adult Teams- House League:

- A team, which has one 60-minute game and no practice per week will have
 - **1.0 hour allocated.**

SCHEDULE "C" **FACILITY BOOKING REGULATIONS**

Rental Fees & Payment Procedures

The rental fees will be determined each year and approved by Council.

Each user will be charged on a monthly basis according to the currently approved rates. Payments are to be made on a monthly basis.

In the event that a user group is suffering financial difficulty, the Township of Centre Wellington will work with the group in an attempt to set up a payment schedule.

Legal Requirements of Groups Renting Township Facilities

Financial statements/balance sheets may be collected from the major user groups/non-profit organizations to ensure that the sport group is financially viable upon request by the Township .

All youth user groups and all users will be required to show proof of two million dollar liability insurance, naming the Township of Centre Wellington as an additional insured. Failure to provide this documentation will result in immediate denial of facility use.

All groups who rent facility time from the Township must sign a rental contract. Within this agreement, municipal standards, guidelines and by-laws will be identified such as Violence Free Policy, damage to facilities, etc...

The user groups must abide by other municipal by-laws regarding smoking, alcohol, etc.

All groups must provide their own First Aid Kits at the facilities for all the hours they are renting the facility.

Cancellation of Facility Time

Facility time is reserved and NOT GUARANTEED. The Township of Centre Wellington retains the right to adjust, cancel, withdraw, or reschedule any and all allocated facility time. This will be necessary in the event of tournaments, special events or playoff games, or in case of an emergency or unforeseen circumstance. All reasonable efforts will be made to advise effected groups as early as possible.

Organizations that do not comply with other policies as established through the Township (i.e. Violence Free Policy, Alcohol Risk Management Policy, etc) may have their contract cancelled.

Once the facility time allocation has been distributed and contracts have been firmed, user groups will not be able to cancel their time. An organization will be responsible to pay all contracted facility time for the period specified in the contract (including early morning ice/floor). An organization may occasionally return ice/floor to the Department by providing two weeks written notice but will be responsible to pay for any facility time that is not rebooked by the Department.

Cancellation of facility time by either the Township of Centre Wellington or the user groups due to inclement weather conditions is permitted.

The handing back of ice rentals is permitted after March 1st due to playoff schedule. Notice of at least (3) business days must be provided to the Facility Booking Coordinator regarding these cancellations, in order for a credit to apply. If proper notice is not provided, regular charges will apply.

ACCESSIBILITY TO PUBLIC/PUBLIC SKATE

The Township of Centre Wellington supports the equal availability of ice time within the community. Individuals and under-represented groups, regardless of age or gender, shall have availability to the arena during prime time. Public skating is a priority to the community and will be available at all of the arenas.

The Township requires that public skating be available on each day of the weekend at one of the two centres. Adult groups are not permitted to reschedule or cancel public skates for any reason. Minor user groups may not “share” their rescheduling allotment with any other groups.

Unused (Burnt) Ice/Floor

Unused ice/floor is defined as ice/floor that is not used but belongs to a Township of Centre Wellington contract holder or organization. The Township of Centre Wellington is responsible for ensuring that its resources are effectively and efficiently used and managed. Unused ice/floor results in ice/floor time being underutilized in the Township. It also costs organizations significant amounts of money. Through the application of this policy, the Township will minimize the hours of unused ice/floor each year and will ensure more effective use of its resources.

- If a group burns an hour of prime time ice/floor time the group will be notified by the Department either by telephone or email and this will serve as a first warning.
- If a group burns the same prime time hour of ice/floor three times in a ten week period, one hour of prime time floor will be removed from that organizations seasonal contract.
- Facility attendants will advise facility booking staff and their supervisor via voice mail or email of groups who burn ice/floor time.

Curfewed Ice/Floor

The Township reserves the right to curfew games, including tournaments, to maintain the schedule contracts and will consider the cancellation of any or all permits if the user does not cooperate. Township facility staff will enforce facility time allocations for all groups in order to keep efficient scheduling and fairness for all user groups.