

SCHEDULE "A"—DEFINITIONS

1.0 Policy Interpretations

- 1.1** Where there is an established rental fee, no group or individual will be entitled to use the facility without charge.
- 1.2** Normal operating hours are the hours and days that recreation facilities are scheduled to be open for public access.
- 1.3** All Recreation Rates are subject to the Goods and Services Tax (GST) and Provincial Sales Tax (PST) where applicable.

2.0 The City of Prince Rupert's Recreation Department Drop-In Access

Drop-In Use is a use characterized by a person or group of persons deciding on a use by use basis to attend a public session at a recreation facility where the public or a subset of the public is welcome to attend.

All Drop-In users will abide by all applicable facility rules and regulations.

2.1 Drop-In Admissions Modes of Facility Use

- 2.1.1 Shower Drop-In Admission** rate users are entitled to access only the appropriate change room and all change room amenities at the Earl Mah Aquatic Centre for the purpose of showering for a maximum duration of 30 consecutive minutes from time of purchase.
- 2.1.2 Single Drop-In Admission** rate users are entitled to access facilities throughout the Recreation Complex during normal operating hours, excluding rental rooms and facilities that are in use/reserved by rental users or program users, for a maximum duration of three consecutive hours from time of purchase.
- 2.1.3 Daily Drop-In Admission** rate users are entitled to access facilities throughout the Recreation Complex during normal operating hours, excluding rental rooms and facilities that are in use/reserved by rental users or program users, on the calendar day of purchase.
- 2.1.4 Casual Gymnasium Drop-In Admission** rate users are entitled to access to the designated gymnasium/auditorium space at the Jim Ciccone Civic

Centre for the duration of the designated Casual Gym Drop-In timeframe.

2.1.5 Economy Ticket Drop-In Admission rate users are entitled to 1 single drop-in admission per ticket.

2.1.6 Pass Holder Drop-In Admission rate users are entitled to unlimited access to facilities throughout the Recreation Complex during normal operating hours, excluding rental rooms and facilities that are in use/reserved by rental users or program users, for the period of their pass-term (1,3,6, or 12 months) commencing at time of purchase.

2.2 Drop-In Categories of User Groups

2.2.1 Tot admission rates apply to individuals one year of age or under (Free).

2.2.2 Child admission rates apply to individuals 2 - 12 years of age inclusive.

2.2.3 Youth admission rates apply to individuals 13 - 18 years of age inclusive.

2.2.4 Post-Secondary Student admission rates apply to individuals who are 19 years of age or over, and are registered as full-time students at an accredited institution. Valid student identification is required.

2.2.5 Adult admission rates apply to individuals 19 - 59 years of age inclusive.

2.2.6 Senior admission rates apply to individuals 60 years of age or over. Proof of age may be required.

2.2.7 Family admission rates apply to groups of more than one and no more than 6 individuals, at least one of whom is, and no more than two of whom are adults, who attend recreation facilities together.

2.2.8 Additional Family Member admission rates apply to individuals who attend recreation facilities with a Family, but are beyond the inclusive 6 within the family admission rate.

2.2.9 Therapy user rates apply to individuals that have a medical note from a licensed health practitioner prescribing activity, for medical or health purposes, which requires the use of recreation facilities.

2.2.10 Caregiver user rates (free of charge) apply to any individual whose accompaniment is necessary for another individual or group to access or

fully utilize recreation facilities, excluding guardian supervision requirements.

2.2.11 Employee user rates apply to any individual that is a permanent employee of the City of Prince Rupert, Prince Rupert Library, or CityWest. Proof of employment is required.

3.0 The City of Prince Rupert's Recreation Department Rental Access

Rental Use is a use characterized by an individual or group renting recreational facility space and/or equipment through a rental contract process and then controlling the uses and the users of that space during the period of rental.

- 3.1** All renters must sign an Agreement to License City Facilities Contract and will adhere to the conditions of the contract. Bookings can be made on a tentative basis, but cannot be confirmed until such contract is signed.
- 3.2** A minimum of 14 days is required for notice of cancellation for all facility rentals in order to be eligible for a refund.
- 3.3** The City of Prince Rupert reserves the right to require a damage deposit.
- 3.4** The renter will not exceed the maximum capacity of the facility.
- 3.5** The renter is responsible for ensuring the facility is vacated at the end of the scheduled booking.
- 3.6** Rental fees and charges include the supply of permanent equipment in the particular premises to be used, during normal operating hours. A charge may be levied to offset the cost of set up, take down, or the provision of additional furnishings and equipment required for special set ups.
- 3.7** Additional charges may be applied to facility rentals in the event of food or music service to offset costs associated with food licensing or SOCAN fees.
- 3.8** If liquor is to be served at a City facility, the renter must acquire a Special Occasions License, and will adhere to the conditions of such license. Liquor service must be requested and approved prior to signing an Agreement to License City Facilities Contract. Approval will be granted by the Director of Recreation and Community Services or a designated officer.

- 3.9** Entrance to or use of facilities outside of normal operating hours for activities such as event set up, take down, etc. must be requested and approved prior to signing an Agreement to License City Facilities Contract. Approval will be granted by the Director of Recreation and Community Services or a designated officer.
- 3.10** When a renter requires a facility to be closed to public use for any period preceding and/or following the actual date of event, there will be a charge to offset supervision costs.

4.0 Aquatic Centre Rentals

Aquatic Centre rentals relate to the use of the aquatic facilities in the Earl Mah Aquatic Centre

4.1 Aquatic Centre Rental Modes of Use

- 4.1.1 Single Lane** rental users are entitled to the exclusive use of one 25 metre swim lane in the Aquatic Centre, as determined by Aquatic Centre Management, for the duration of a one hour period during normal operating hours.
- 4.1.2 Shallow** rental users are entitled to the exclusive use of the shallow portion of the main pool in the Aquatic Centre for the duration of a one hour period during, normal operating hours. The shallow portion is defined by the edge of the deep tank that is closest to the change rooms (approximately 15m x 15m). This excludes the deep tank and the deep portion of the main pool.
- 4.1.3 Deep** rental users are entitled to the exclusive use of the deep portion of the main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours. The deep portion is defined by the edge of the deep tank that is closest to the change rooms (approximately 10m x 15m). This excludes the deep tank and the shallow portion of the main pool.
- 4.1.4 Deep Tank** rental users are entitled to the exclusive use of the deep tank in the main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours. The deep tank is defined as the

main pool area with a depth greater than 1.5m (approximately 10m x 10m). This excludes the deep portion and the shallow portion of the main pool.

4.1.5 Shallow L rental users are entitled to the exclusive use of the shallow portion, plus one 25m lane extending through the deep tank and deep portion of the main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours.

4.1.6 Deep L rental users are entitled to the exclusive use of the deep tank, plus one 25m lane extending through the shallow portion and deep portion of the main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours.

4.1.7 Shallow End rental users are entitled to the exclusive use of the shallow end of the main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours. The shallow end includes the shallow portion and the deep portion of the main pool (approximately 25m x 15m), but excludes the deep tank.

4.1.8 Main Pool rental users are entitled to the exclusive use of the entire main pool in the Aquatic Centre for the duration of a one hour period, during normal operating hours. This does not include the Tot Pool, Hot Tub, or Saunas.

4.1.9 Facility rental users are entitled to the exclusive use of the entire Aquatic Centre facility, excluding the Fitness Centre, for the duration of a one hour period during normal operating hours.

4.2 Aquatic Centre Rental User Groups

4.2.1 Minor Organizations rental rates apply to renters that are non-profit organization, which is organized and operated for the primary purpose of providing individuals with sport, recreation, and social activities, and whose membership is comprised of individuals of which at least 75% are 18 years of age or under, or a school group from a recognized primary or secondary institution.

4.2.2 General Public rental rates apply to all renters that do not meet the criteria of Clubs, or Commercial renters.

4.2.3 Commercial rental rates apply to individuals, companies, or organizations engaged in the pursuit of business for profit through the use of Recreation facilities.

4.2.4 Tournament/Competition rental rates apply to organizations that meet the Clubs qualifications and are renting the facility for the purpose of hosting an event where the primary intention is sport and recreation competition, and the primary intention is not earning profit.

5.0 Arena Rentals

Arena rentals relate to the use of the Jim Ciccone Civic Centre Arena

5.1 Arena Rental Modes of Use

5.1.1 Prime time rental users are entitled to exclusive use of the Jim Ciccone Civic Centre Arena surface for the duration of a one hour period between the Prime hours as represented in the table below.

5.1.2 Non-Prime time rental users are entitled to exclusive use of the Jim Ciccone Civic Centre Arena surface for the duration of a one hour period during the Non-prime hours as represented in the table below.

	Monday - Friday	Saturday - Sunday
Prime	4pm – 10:59pm	8am – 10:59pm
Non-Prime	11pm – 3:59pm	11pm – 7:59am

5.1.3 Dry floor rental users are entitled to exclusive use of the Jim Ciccone Civic Centre Arena, while absent of ice, for the duration of a one hour period.

5.2 Arena Rental User Groups

5.2.1 Minor Organizations rental rates apply to renters that are non-profit organization, which is organized and operated for the primary purpose of providing individuals with sport, recreation, and social activities, and whose membership is comprised of individuals of which at least 75% are 18 years of age or under, or a school group from a recognized primary or secondary institution.

5.2.2 Youth rental rates apply to renters where at least 75% of the intended users are 18 years of age or under, and do not meet the Minor Organizations criteria.

- 5.2.3 **Adult** rental rates apply to all renters that do not meet the criteria of Minor Organizations, Youth, or Commercial renters.
- 5.2.4 **Commercial** rental rates apply to individuals, companies, or organizations engaged in the pursuit of business for profit through the use of recreation facilities.
- 5.2.5 **Local Events** rental rates apply to individuals, companies, or organizations with a permanent address within the municipal boundaries of the City of Prince Rupert, and who require use of the Jim Ciccone Civic Centre Arena surface for a full-day event. A full-day event includes access to the facility during regular operating hours, and excludes other potential users from accessing the facility, for a 24 hour period. Additional fees may be levied for facility access outside of regular operating hours.
- 5.2.6 **External Events** rental rates apply to individuals, companies, or organizations without a permanent address within the municipal boundaries of the City of Prince Rupert, and who require use of the Jim Ciccone Civic Centre Arena surface for a full-day event. A full-day event includes access to the facility during regular operating hours, and excludes other potential users from accessing the facility, for a 24 hour period. Additional fees may be levied for facility access outside of regular operating hours.

6.0 **Field Rentals**

Field rentals relate to the use of the Roosevelt Park, Patullo Field, Charles Hays Field, Ladies' Ball Diamond, Chris Maguire Field.

6.1 **Field Rental Modes of Use**

- 6.1.1 **Practice/Game** rental rates apply to renters that are using the facilities for the primary purpose of providing individuals with sport, recreation, and social activities, and are doing such for the duration of a singular practice or game.
- 6.1.2 **Tournament** rental rates apply to organizations that are renting the facility for the purpose of hosting an event where the primary intention is sport and recreation competition, and the primary intention is not earning profit.

6.2 Field Rental User Groups

6.2.1 Youth rental rates apply to renters when at least 75% of the intended users are 18 years of age or under.

6.2.2 Adult rental rates apply to renters when less than 75% of the intended users are 18 years of age or under.

7.0 Space Rentals

Space rentals relate to the use of rental space throughout the Recreation Complex.

7.1 Space Rental Modes of Use

7.1.1 Hourly rental users are entitled to exclusive use of the specified rental space for the duration of a one hour period. Hourly rental space is priced according to the space size (ft²).

7.1.2 Daily rental users are entitled to exclusive use of the specified rental space for the duration of a 24 hour period, which includes access to the facility during regular operating hours, and excludes other potential users from accessing the facility. Apart from parking lot rentals, additional fees may be levied for complex access outside of regular operating hours.

7.1.3 Seasonal rental users are entitled to exclusive use of locker space in the arena for the duration of a period determined to be a “season” by Recreation Management.

7.1.4 Annual rental users are entitled to exclusive use of the specified rental space for the duration of a 365 day period, which includes access to the facility during regular operating hours, and excludes other potential users from accessing the facility.

7.2 Space Rental User Groups

7.2.1 Non-Profit/Public rental rates apply to renters who are not engaged in the pursuit of business for profit through the use of Recreation facilities.

7.2.2 Commercial rental rates apply to individuals, companies, or organizations engaged in the pursuit of business for profit through the use of Recreation facilities.

8.0 Equipment Rentals

Equipment rentals relate to the use of equipment throughout the Recreation Complex. Additional equipment rentals are available in Schedule C of this bylaw.

8.1 Equipment Rental Modes of Use

8.1.1 Gymnasium Floor Covering (Half) rental users are entitled to the use of this equipment, which covers half of the gymnasium (extending to the half-gym curtain), for the duration of a 24 hour period, which can be accessed during normal operating hours.

8.1.2 Gymnasium Floor Covering (Full) rental users are entitled to the use of this equipment, which covers the entire gymnasium, for the duration of a 24 hour period, which can be accessed during normal operating hours.

8.1.3 Stage rental users are entitled to the use of this equipment, which is rented on a per panel (4ft x 6ft) basis, for the duration of a 24 hour period, which can be accessed during normal operating hours

8.2 Equipment Rental User Groups

8.2.1 Non-Profit/Public rental rates apply to renters who are not engaged in the pursuit of business for profit through the use of Recreation facilities.

8.2.2 Commercial rental rates apply to individuals, companies, or organizations engaged in the pursuit of business for profit through the use of Recreation facilities.