

DEPARTMENT: RECREATION & CULTURE	DATE EFFECTED: September 15, 2010	POLICY: Playing Field Cancellation Report R&C-2010-10
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SECTION: 1000.57

Purpose

This policy establishes and clarifies the City's responsibility for playing field administration, and its commitment to the management of:

- Fiscally responsible operations
- Fair and equitable playing field allocation
- Processing of tournament, special event and seasonal playing field permits
- Special event playing field management

1. Playing Fields Operations

The City of Niagara Falls is responsible to manage its playing field resources to ensure optimum usage and programming. The operation is to reflect municipal directives, to minimize risk and operational issues, as well to enhance fiscal health to allow for timely and effective playing field management.

2. Tournaments and Special Events

The City of Niagara Falls supports tournaments and special event rentals. Tournament and special event rentals create revenue opportunities to both the organizers and the City of Niagara Falls, and provide economic spin-off to the community at large. They may include events of regional or provincial significance or tournaments hosted by seasonal clients, private individuals, organizations or the community.

3. Permit Amendments

3.1 Permit Cancellations

Recreation & Culture has the right to control all playing field distribution and use of City-owned and operated playing fields for the duration of the permit. Controls must be in place to minimize the negative revenue impacts that unused, returned, amended and cancelled playing field time can have on the playing field operation ie. staff scheduling, loss of revenue, under utilized fields.

3.2. Transferred/ Trades/Sub-Leased Playing Fields

The City of Niagara Falls is the sole permit authority for all playing fields times. The City must be aware of and be able to control the intended use of all playing fields within its permitted times. It is recognized that last-minute changes to the intended use of the playing fields may occur under rare, infrequent and unforeseen circumstances however Recreation & Culture must be notified by the permit holder. Failure to notify Recreation & Culture may result in termination of the permit and cancellation of future bookings.

3.3. Permit Cancellation for Tournaments, Special Events or Seasonal/Occasional Permits

Once a playing field permit has been signed, the following cancellation policies come into effect:

Tournaments and Special Events (initiated by the permit holder and/or the permit holder's designated scheduler)

- The Permit holder is responsible to contact R&C a minimum of ten calendar days in advance to cancel the permit.
- If cancelled less than ten calendar days in advance a cancellation fee of \$20.00 will be charged.
- If the organization is not present for the permitted time, their allocated time at the turf field will be reviewed.

- In the event the permit holder fails to comply with the terms of the permit the City can cancel the permit.

3.4. Permit Cancellations by the City of Niagara Falls

The City reserves the right to reasonably postpone, reschedule or cancel any permitted activity due to justified circumstances. The City reserves the right to cancel a permit or portion of the permit if there is a breach of the condition or regulations, Rzone or should the City be of the opinion that the playing field is not being used for the purpose contained in the application. The City will exercise no tolerance to any form of violence, vandalism or inappropriate behaviour. Where postponement or rescheduling cannot be mutually coordinated, the permit holder affected will receive a full refund/credit for the time owing.

3.5 Use of Fields after Notification of Permit Cancellation or When Fields are Unplayable

If a permit holder elects to use a field where the permit has been cancelled or when a field is visibly unplayable due to wet weather conditions, the permit holder will be required to pay for all damages arising from this type of facility abuse. The permit holder will be held liable and responsible for any and all accidents or injuries incurred. Upon review of the unauthorized use incident, the permit holder may also have the remainder of their permit cancelled and may be prohibited from accessing any City facility.

3.6 Curfew Playing Fields

The City reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all permits if the user does not cooperate. It is the responsibility of user groups to inform Recreation & Culture of any special requirements regarding curfews at the time the schedules are submitted.

3.7 Opening Playing Field Facilities Outside of Standard Hours of Operation

The opening of playing fields on statutory holidays, when they are normally closed, or beyond established operating hours will be considered only if the applicant agrees to pay all fees, including staff costs related to opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

4.0 Payment

4.1 Playing field rates and fees are based on an hourly or per participant/per team rate. The rates and fees are reviewed on an annual basis. A schedule of rates and fees are recommended by staff with input from user groups and approved by City Council. User fees reflect costs associated with facility lighting, ongoing facility maintenance and repair, labour and supply costs to operate the facility.

4.2 Seasonal/league user groups will be invoiced on a monthly basis for the rentals for the previous month. Payments are due on the 30th of each month .

4.3 Occasional playing field rental payment is due ten days prior to the rental.

4.4 Additional fees may be charged for delivery and removal of extra equipment such as portable toilets, garbage cans and picnic tables.