



# CITY OF CORNER BROOK

## Policy Statement

Index	Properties and Facilities	Section	Parks/Playgrounds		
Title	Outdoor Lighted Facilities User Policy	Policy Number	08-02-01	Authority	Council
Approval Date	Aug. 11/1986	Effective Date	Aug. 11, 1986	Revision Date	

### POLICY STATEMENT:


1. The rates will be reviewed and established by the Leisure Services Administrator at the beginning of each year. These rates will be based on whether the event is:
  - A single game
  - A double header
  - Block booking
2. Any group requiring lights will have charges associated with each booking.
3. Any group turning the lights on will be charged the minimum of a single game rate.
4. All users, regardless of age and sex, will be charged the rental rates. They will have to sign a light rental agreement contract in advance of usage.
5. Any rental charge will be coordinated between the user and the Leisure Services Administrator. Users will pay the City of Corner Brook in advance for the projected hours of usage. These funds will be placed in a Leisure Services Department Revenue Account within the Treasure Department. Receipts for payment will be issued by the Leisure Services Department.
6. **For seasonal bookings:** For users that utilize sport facilities for an extended period of time (season), they will negotiate with the Leisure Services Administrator on the total charge. This charge will cover the total projected usage. The amount must be paid by the user in advance of any usage. The funds will be placed in a holding account in the Treasurers Department. Each week and/or month (as negotiated) the user will submit a facility lighting usage form and /or event usage form, indicating the actual usage to the Leisure Services Office. The actual usage charges will be calculated and processed through the Treasurers Department for reduction of the holding account. At the end of the user's utilization of the facility the City will issue a cheque for any remaining funds to the user. If at some point in the season the user is projecting a need for more time, or the holding account is being quickly reduced, the Department of Leisure Services will request that the user submit more funds into its holdings account. Failure to follow any of these procedures may cause immediate loss of the facility usage. It will be the user's responsibility to follow up on any possible rebate.
7. **For Special Events:** Upon completion of the event, the user must submit an event usage form indicating the actual usage to the Leisure Services Department within one week of the usage. Appropriate charges will then be deducted from the users holding account. If there are charges beyond the amount within the holding account, then an invoice will be prepared and sent to the user for their follow-up payment. If there are funds still available within the holding account after all the charges have been deducted, a cheque will be forwarded to the user for the appropriate amount. It is the user's responsibility to follow up on any rebate.

8. **In order to utilize outdoor lighted facilities, the user is required to request and obtain a key for the designated facility.** The user must fill out a light rental agreement form and a key loan form. Upon completion of these forms, the user must pay in advance a key deposit of twenty dollars (\$20.00) per key and a deposit to cover the total projected usage to the Leisure Services Department. The key deposit and usage charges will be placed in a holding account in the Treasurers Department. The key deposit will be refunded in the form of a cheque upon the return of the key. The usage charge will be handled in the manner as outlined in (6) and/or (7).

#### **REFERENCE**

**Approved: Minute P-245 (August 11/86)**

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK