

# USER FEES GUIDE



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## Recreation, Parks & Culture Services



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## Section I - User Fees Values, Principles, and Markets Served

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### I.0 Community Services Principles

#### Goal

*“To ensure opportunities are available for all citizens to participate in and enjoy community and leisure activities in Red Deer”.*

#### Introduction

In order to guide the operation of the departments, Council annually approves the Service Plans, which outlines more specific goals and objectives. These documents are used as the foundation for determining fees for facilities, services, and programs to be offered.

For the purpose of this Community Services (CSV) User Fees Guide the following departments and sections are included:

- Safe and Healthy Communities Department
  - Recreation
  - Community Development (Culture Services)
- Parks and Public Works Department
  - Parks

Through public funding/support, opportunities are made available to our citizens to help provide quality of life opportunities (health and well-being) within the community.

The following elements are key balances in establishing our user fees:

#### I.1 Facilitation of Community Needs

The division acts as a facilitator, working with the community to determine the needs and options for the provision of services to citizens through either indirect or direct service provision.

#### I.2 Community Health and Wellness

Municipal leisure facilities, services and programs provide positive leisure time opportunities, contributing to the overall health and wellness of individuals, families and the community. A primary mandate of Community Services is to design, introduce and support activities aimed at increasing the health and well-being of our residents. Opportunities to inform, promote and introduce citizens to activities that encourage healthy, active lifestyles are undertaken.

#### I.3 Accessibility and Affordability

The City of Red Deer Community Services Division offers opportunities that address various challenges and barriers so that citizens can access programs and services that effectively meet their needs.

## **1.4 Safety**

The City takes pride in providing safe facilities and equipment as well as well-trained staff to provide safe programs and activities for all participants.

## **1.5 Balance**

In the provision of facilities, services and programs, Community Services considers and balances the key elements outlined above. This includes balancing the diverse needs of residents by offering a variety of opportunities that are accessible and affordable, with the financial viability and sustainability of the infrastructure and staffing requirements.

## **1.6 Sustainability**

Public facilities, both indoor and outdoor, are managed responsibly so that the return on investment through collection of fees and charges for recreational usage is fair, with a reasonable level of subsidization by public funding. Through the budget planning process, targets are set to identify what is deemed reasonable for each type of facility, program or service provided.

## 2.0 Rate Development – Guiding Principles, Pricing Framework

*Vision 2020, the Community Services Action Plan, Annual Service Plans and Municipal Policies* guide the establishment of fees and charges for recreation, parks and culture services.

- The Manager, Safe and Healthy Communities, or designate, has the authority to consider special circumstances for a variance of any of these policies regarding rental of the department facilities.
- Interpretation of charges is the responsibility of the Manager, Safe and Healthy Communities or designate. Such interpretations may be appealed to the Community Services Director.
- The Manager, Safe and Healthy Communities, or designate, has the authority to approve joint sponsorship or negotiate special rental terms and conditions.

### 2.1 Guiding Principles

Key considerations guiding the development of the admission fees and rental rates and charges are:

- Effectively balance fees applicable to community needs, benefits and amenities with responsible taxation and financial management.
- Address overall affordability and access and ensure that there are low cost or free opportunities available so that all citizens have the opportunity to access facilities and activities.
- Use amenity based pricing<sup>1</sup>, the common practice of other similar municipalities in Alberta with comparable facilities and services. The Collicutt Centre fee structure and building design was developed using this model and was approved by Council July 14, 2003.
- Base admissions and rentals on our history – using a combination of user-pay and municipal support.
- Equipment and other charges, including those services that are performed by outside suppliers or contractors should be charged at full cost recovery.
- Ensure that wherever appropriate, fees for similar services or amenities at different facilities are similarly priced to ensure consistency, fairness and equitability.
- Maintain an admissions and rental fee approach that is simple for the user and staff to implement
- Provide many options to the community with respect to amenities, activities and pricing.

For the purpose of interpreting the fee schedules the following definitions are provided.

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<sup>1</sup> Amenity based pricing is determined by amenities contained within each facility rather than setting a uniform price for all facilities.

## 2.2 General Principles

- **Adult Base Rate** - The Adult 'Base Rate' will be established taking into consideration the aforementioned guiding principles.
- **Goods & Services Tax** – 'Fees and Charges' will state both rental rates separately. All fees shown in this guide include GST with the exception of cemetery fees.
- **Equipment Rentals** - Will be included in the listing of department fees and charges.
- **Additional Staffing Costs** – Additional staffing costs, related directly to the rental or type of service, will be identified in the listing of all department fees and charges.
- **User Fees** - Will be identified and classified by facility type and, where there is more than one facility offering similar services, they will be grouped together within the same section of the user fees guide.

## 2.3 Calculation of Operational Costs

- **Capital and Depreciation** - Capital costs and/or depreciation are not included in the calculation of operating costs.

## 2.4 Exceptions or Negations of Fees and Charges

- **Special Rental Terms and Conditions** -The Manager, Safe and Healthy Communities, or designate, has the authority to approve joint sponsorship or negotiate special rental terms and conditions.
- **Waiver for Support Persons' Admissions and Fees** - In recognition that there is the potential requirement for assistance for persons with special needs, a policy (3.1.19) allowing for this waiver of admission costs and fees for support persons (aides) has been put in place. Any material costs are required to be paid.
- **Michener Centre Clients** - Are considered local youth for purposes of establishing rental rates, but are not included in the School/City reciprocal use agreement. The City agrees to schedule the use of the therapeutic pool at no cost to PDD or the Landlord.
- **Red Deer Polytechnic** – Red Deer Polytechnic programs using City facilities for instructional purposes are considered local youth for the purpose of establishing fees and charges. College teams using City facilities for games, practices, or tournaments will be assessed at adult rates.
- **Red Deer Vipers** – Practice ice booked during regular ice season will be charged according to current agreement with The City.
- **Courtesy Pass** – Complimentary or zero cost drop in pass, valid for any age category.



- **No Charge Facilities & Facility-Related Services** - The following facilities or facility-related services will be made available at no charge, as long as there is no exclusive use required.
  - Parks and Park Amenities
  - Outdoor Skating Rinks
  - Off Leash Dog Parks
  - Skateboard Parks
  - Disc Golf Courses
  - Playgrounds
  - Discovery Canyon
  - Community/Neighbourhood Tennis & Basketball Courts
  - Community/Neighbourhood Sport Fields/Ball Diamonds “C” Size Fields Only
  - Walking and Biking Trails
  - Admissions under 3 years of age
  - Horseshoe Pitches
  - Mountain Bike Park
  - Outdoor Fitness Parks
  - Spray Parks and Wading Pools
  - Servus Arena Walking Track

## 2.5 Reciprocal Use Agreements

The City of Red Deer and local school boards meet regularly as the Joint Use Committee to discuss the shared use of community facilities. The Reciprocal Use Agreement provides agreed upon user guidelines established by the Joint Use Committee. Schedule I of the Reciprocal Use Agreement provides specific details for implementing shared use of both schools and recreation facilities.

## 2.6 General/Overall Fees and Charges

All Fees and Charges will be applied consistently throughout the department, regardless of type and location of a facility or facility-related service.

- **Statutory Holiday Staff Rate** – A staffing premium will be charged for bookings on statutory holidays as indicated in the extra fees section of this document.
- **Additional Staff Time Requirements** – Any additional staff time required, such as set up or take down, will be charged out at the rate indicated in the extra fees section of this document, unless otherwise stated.
- **Lost or Stolen Cards & Key Tags** – Lost or stolen cards will result in a replacement charge.
- **Entandem Licensing Fees** – May be charged as a result of the use of music at events in City facilities.
- **Fees for Retail Merchandise** – Will be equivalent to a minimum (or greater within acceptable margins) of 15% markup on the total purchase cost, including freight and stocking fees.
- **Fees for Showers** – Will be equivalent to the Recreation/Michener Centre adult base rate and charged as a POS extra fee. There will be a daily POS rate.

- **Damage Deposits** – A damage deposit may be required at the discretion of the Facility Supervisor.

## 2.7 Special or Community/Sporting Events

- **Admissions** – For any activity where tickets or admissions are sold, The City will charge 10% of the total gross sales receipts in addition to the specified hourly rental rate. If the user group does not provide a copy of a Special Event Statement, The City will charge either 150% of their identified rate, or the specified hourly rate in addition to 10% of the total gross rate receipts.
- **Liquor Sales** – Special permission must be granted by The City of Red Deer to allow a designated area for liquor sales and consumption. A license must be obtained from Alberta Gaming and Liquor Commission. If the permit holder requests the sale of any alcohol, prior approval is required, and The City will charge 10% of the total gross sales receipts.
- **Special Event Permit** – May be required

## 2.8 Calculation of User Fees

- **The Base Rate** - Facility rentals and related services will be calculated using the 'Adult' rate as the 'Base Rate'.
- **User Fees Formula** - A formula has been established, to calculate the rental rates and fees, as a percentage (%) of the 'Base Rate' based on the rental category.
- **Unique or Specialized Rates and Fees** - Some fees and charges will be identified as unique and specialized and therefore may be subject to a separate formula.

## 2.9 Pricing Framework

In developing rates and looking at other municipalities, the assumption was made that a facility with at least five basic amenities would set the standard for a base rate. The User Fees Pricing Framework below outlines the amenity based pricing model. Each amenity within a facility is considered either a basic amenity or a value added amenity.

Currently, each facility has at least five basic amenities. Those facilities where only the basic amenities are available are considered our base facilities (Michener Aquatic Centre, Recreation Centre, Servus Arena, Kinex, and Kinsmen Arenas). Facilities where value added amenities exist are priced according to the number of value added amenities in the facility. To determine the adult admission rate in 2009, ninety-five cents was attached to each of the first five basic amenities. An additional thirty cents was added to the base price for each value added amenity (G.H. Dawe Community Centre and Collicutt Centre). By using this approach, the principles of affordability, user pay/municipal support and responsible taxation & financial management are addressed.

## **Amenity based pricing framework for admissions and cards**

The following figure lists the amenities included in each facility. Value Added amenities are denoted by a VA symbol. The number of value added amenities are calculated for each facility and totaled at the bottom of each column

	FLAT WATER POOL FACILITY	MICHENER AQUATIC CENTRE	RECREATION CENTRE	G.H. DAWE COMMUNITY CENTRE	COLLICUTT CENTRE	INTER. SCHOOL	GREAT CHIEF PARK/SETTERS PLACE	SERVUS ARENA	KINEX Decommissioning 2023	KINSMEN
<b>AQUATIC COMPONENT</b>										
25 metre Pool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Diving Tank		<input checked="" type="checkbox"/>								
Warm/Play Pool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Hot Tubs/Whirlpool	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Steam Room			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Sauna	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Wave Pool - VA					<input checked="" type="checkbox"/>					
Leisure Pool - VA				<input checked="" type="checkbox"/>						
Lazy River - VA					<input checked="" type="checkbox"/>					
Spray Pool - VA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Interactive Water Playground - VA					<input checked="" type="checkbox"/>					
Water Slide - VA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<b>ICE ARENA COMPONENT (Ice/Dry Space)</b>										
Arena				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
400 m Outdoor Ice Oval							<input checked="" type="checkbox"/>			
<b>FITNESS AND WELLNESS COMPONENT</b>										
Exercise Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Walking Track - 290 metre four lane - Collicutt Centre 200 metre two lane - Servus Arena VA 225 metre four lane - GH Dawe Centre				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
Fitness Studio - VA			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<b>FIELD HOUSE OR GYMNASIUM COMPONENT</b>										
Gymnasium/ Field House - VA		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Climbing Wall - VA					<input checked="" type="checkbox"/>					
Bouldering Room - VA					<input checked="" type="checkbox"/>					
Lobby Place Space - VA						<input checked="" type="checkbox"/>				
<b>SOCCER PAVILION COMPONENT</b>										
Soccer Pitches - VA					<input checked="" type="checkbox"/>					
Sportsfield Artificial Turf							<input checked="" type="checkbox"/>			
<b>Total Value Added Amenities</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>11</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>

## 3.0 Markets Served

Underlying principles/rationale:

- It is individual customers that drive or make up our markets. We achieve our purpose by understanding our markets and providing goods and services that respond to these markets.
- Our services must be responsive and adaptive to a continually changing population. By understanding, actively consulting, and responding to the markets we serve, we can continue to provide relevant and needed services.
- The benefits of recreation, parks and culture to both the individual and the community are considered when developing pricing. A balance of these shared values is the focus.
- Those who receive benefits from a particular service should pay for that service according to the level or value of the benefit received.
- When a service benefits society as a whole, all citizens should pay for this societal benefit (general tax support).

We achieve our purpose by providing goods and services to meet three markets.

### 3.1 Core Market

- Core market services are our principal or basic market area.
- These are services that are affordable and appealing to a broad spectrum of our community.
- These services are priced to recover a portion of the costs reflecting the individual benefits received, with a managed subsidy to ensure affordability and encourage participation.

#### ***3.1.1 Free - a segment of the Core Market that has no user fee***

- Services are provided with opportunities and experiences available to everyone in the community.
- Services that appeal to the whole community or segments; that preserve and promote physical and mental well-being; that encourage participation, socialization, nature appreciation, and fun for families or other target populations.
- There is no charge to the participant(s) to enter or participate.
- These services provide an opportunity for families, target populations etc.

### 3.2 Service–Plus Market

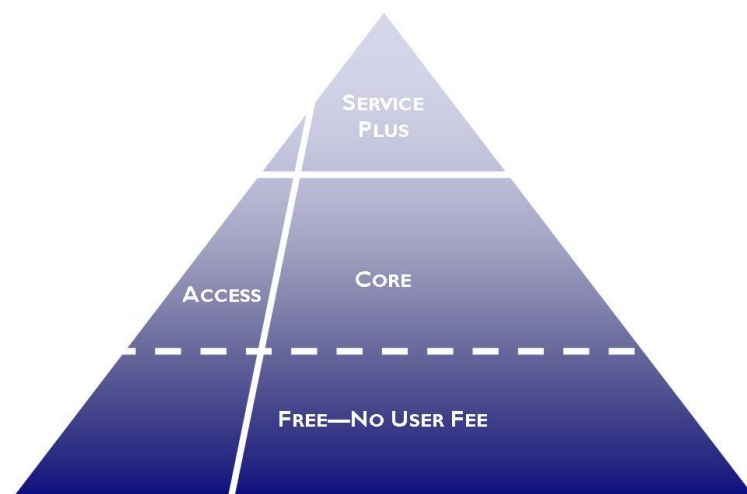
- Services are available to meet the needs that exceed those offered in core.
- Additional and enhanced services to provide variety, choice and convenience.
- Services complement and enhance the core market, target individuals who consider recreation a personal priority, and are willing to make an additional investment in their recreation experience.
- Services are priced at full direct cost recovery (plus) as they provide primarily individual benefits.

### 3.3 Access Market

- Services are provided to enable and encourage participation in recreation, parks and culture by those in our community who may otherwise face barriers to these opportunities and services.
- The dimensions of accessibility include physical, economic, geographic, social, and psychological. This can also include special programs to reach out to identified target groups and hard-to-reach markets.
- Services are priced to recover a lower portion of costs, with a higher managed subsidy reach to ensure affordability and encourage participation.
- The emphasis is on ensuring opportunities are available to all.

The three market areas are depicted graphically below.

Figure I - Red Deer Markets Served



Pricing should reflect differences in the various markets served.

## Section 2 – Admissions and Cards

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### 4.0 Admissions and Cards Categories, Definitions, and Practices

#### 4.1 Admissions and Card Categories

The following are the percentages used to calculate the single admissions for each rate category.

- **Adult** – The Adult rate is considered ‘Base Rate’ for single admission fees and cards. It is from this Base Rate that the fees for other categories are determined by applying the specific percentage rate of the identified category as outlined below.
- **Senior** – The Senior rate will relate to ADMISSIONS only and will not exceed 90% of the ‘Adult Base Rate’
- **Student** – The Student rate will relate to ADMISSIONS only and will not exceed 80% of the ‘Adult Base Rate’
- **Youth** – The Youth rate related to ADMISSIONS, will not exceed 70% of the ‘Adult Base Rate’
- **Child** – The Child rate will relate to ADMISSIONS only and will not exceed 50% of the ‘Adult Base Rate’
- **Family** – The Family rate will relate to ADMISSIONS only and will not exceed 225% of the ‘Adult Base Rate’
- **Group Discounts** – Customers will be discounted at 20% of their applicable age category for ADMISSIONS of groups of 10 or more. ADMISSIONS for groups of 50 or more will be discounted with all admissions, regardless of customer age, charged at the respective CHILD rate for the facility.

#### 4.2 Admissions and Card Category Definitions

The following are the agreed upon definitions that will be used to apply The City of Red Deer recreation, parks and culture facility admissions fees. Any further clarification or interpretation that is required will be at the discretion of the Safe and Healthy Communities Manager or designate. Such interpretations may be appealed to the Director of Community Services.

For the purpose of interpreting the admissions and card fee schedules, the following definitions are provided.

<b>Admission Category</b>	<b>Age Range</b>	<b>Definition</b>
Adult - Base Rate	18 years to 64 years	A person who is 18 years and older, but under the age of 65 years.
Senior	65 years or older	A person 65 years of age and older
Student	18 years or older	A person who is attending a post-secondary educational institution. Valid ID from the post-secondary institution must be provided.
Youth	13 years to 17 years	A person who is 13 years of age, but less than 18 years
Child	3 years to 12 years	A person who is 3 years of age, but less than 13 years
Infant	Under 3 years	A person who has not had their 3rd birthday
Family		Consists of up to two adults and his/her/their children/youth living in the same residence. Proof of legal guardianship and/or residency may be required.

### **4.3 Admission Increases and Convenience Pricing**

Admissions and related item fees are reviewed regularly with increases considered every two years. New fees for admissions and related items are typically in effect September 1<sup>st</sup>, after Council has approved any change through operating budget. All single admission prices have been rounded to the nearest \$0.10. All numbers were rounded after yearly increases and category formulas had been applied.

### **4.4 Drop-In Programs, Multi Visit Card and Monthly Card**

#### **4.4.1 Drop-In Admissions**

- Children under the age of 8 must be accompanied by a parent or person 16 years of age or older at a 3:1 ratio and be within arms distance at all times.
- All admissions are free for children under 3 years of age.
- Free admission will be provided to support workers for people with disabilities as outlined in the Waiver Policy for Support Person's. When a patron with a disability needs the assistance of a support person in order to take part in one of our programs or activities, we will waive the admission fee for the support person on these conditions.
  - The person with a disability must require the assistance of a support person in order to take part in the activity or program
  - The support person must be directly supporting the client while the client is participating in the program or activity.
  - The support person may be required to pay a materials fee if the program or activity requires them.



- Support persons who are not actively supporting their client participating in an activity or program will be asked to pay an admission fee.
  - Recreation staff may request verification of support status where they feel it is necessary.
- Customers may be asked to show identification by the Customer Service Representative.
  - All admission fees are reviewed in conjunction with the preparation of the annual budget to ensure they are appropriate to the service provided and, if practical, comparable to similar facilities in our trading area.
  - Restricted free or reduced cost access to recreation activities may continue based on a specialized sponsored program. Any free or reduced cost access requires an application and subsequent approval through the Fee Assistance Program. A record of use is kept and reported annually.

#### **4.4.2 Overnight Admissions**

- For admissions after regular operating hours. E.g. 11pm – 6:30am
- Must be booked and paid in advance with the Facility Pass & Booking Specialist.
- Requires a minimum of two additional staff members during the hours that staff are not typically scheduled at the Facility Staff Fee (15.1). E.g. 12:00am – 6:30am
- Adult supervisors must be provided by the permit holder.
- Does not give them access to any Aquatic Centres, Arenas, Fitness areas, or Child Minding areas outside of the facility's regularly scheduled public operating hours unless they are rented in conjunction with the admission at an additional fee.

#### **4.4.3 Multi-Visit Cards**

- These Cards allow the cardholder to access a facility up to the maximum number of visits purchased.
- Cards are sold in denominations of 10. Multiple denominations are available.
- Lost or Stolen cards and Key Tags are cancelled and re-issued for an administration fee
- Card holder is responsible for the usage of his/her card until the appropriate centre is notified of loss or theft and the Card is cancelled.
- The Cards are transferable within the same age category.
- The Cards are non-refundable.
- For family Cards, each family unit receives one Card.
- Cards may be purchased by "Group Homes" and other similar agencies to accommodate the recreation needs of the residents.
- A visit allows unlimited access for the day at one facility. If a cardholder is visiting multiple facilities in a day, a visit would be required for each facility.

#### **4.4.4 Monthly Cards**

- A customer may pay in advance for up to 12 months.
- If a family plan is purchased, all family members must register as a group in order to have the same expiry date.
- All Cards are non-transferable.
- Lost or stolen cards are reissued for a \$2.00 (GST included) administration fee.
- Cards are purchased for an individual facility and may be used at any lower priced facility. The user will have access only to those facilities and as indicated below.

The Recreation Value Pass is a monthly card that allows access to the following areas:

##### **Recreation Centre**

- Indoor & Outdoor Pools
- Hot Tub, Sauna, & Steam Room
- Exercise Equipment
- Drop in Water Workouts

##### **Michener Aquatics Centre**

- Lane Pool, Dive Tank & Warm/Play Pool
- Sauna
- Exercise Equipment
- Drop in Water Workouts

##### **Kinsmen Arenas**

- Drop in Activities

##### **Kinex Arena (Decommissioning in 2023)**

- Drop in Activities

##### **Servus Arena**

- Drop in Activities
- Walking Track (currently free access)

##### **Setters Place at Great Chief Park**

- Drop in Activities
- Outdoor Ice Oval

The Recreation Plus Pass is a monthly card that allows access to all of the same facilities as the Recreation Value Pass as well as the following areas:

##### **G.H. Dawe Community Centre**

- Water Park with Water Slides, Leisure Pool and Play Pool
- Hot Tub, Steam Room and Sauna,
- Drop in Water Workouts
- 4 Lane Track
- Exercise Equipment
- Drop in Fitness Classes
- Drop in activities in the Gymnasium
- Drop in activities in the Arena

The Recreation All Access Pass is a monthly card that allows access to all City-Owned multi-leisure facilities, including those that the Recreation Value Pass and Recreation Plus Pass can access, as well as the following areas:

#### **Collicutt Centre**

- Water Park with Wave Pool, Water Slide, Lazy River and Interactive Water Playground
- Hot Tub, Steam Room and Play & Spray Pools
- Drop in Water Workouts (same format as other fac.)
- 4 Lane Track
- Exercise Equipment
- Drop in Fitness Classes
- Drop in activities in the Field House and Soccer Pitches
- Drop in activities in the Arena
- Drop in climbing/bouldering activities

#### **4.4.5 Annual Corporate Card**

- Corporations or employees must pay in full at time of registration.
- Employees must obtain a pass in order for family members to obtain an annual card.
- It is the company's responsibility to provide written notification if cancelling an employee's privileges.
- All family members must join the corporations' card plan at one time.
- An Initial purchase of five (5) or more cards allows a 15% discount.
- To qualify for a discount, the corporation or organization, (including youth group homes) must appoint one representative or agent from the organization to be the main contact.
- Employees must identify themselves as a current employee of the business, (i.e. Paystub, corporate ID or proof of corporate purchasing authority, or a letter verifying employment with the business) before cards will be released.
- Cards are non-transferable.
- Refunds are permitted if the card holder is acting on their doctor's advice, or if they are moving outside of the market area. A processing fee may be deducted from the refund.
- No refunds are permitted if less than one-month remains on the cards.
- Lost or Stolen cards and Key Tags are cancelled and re-issued for an administration fee.
- Card holder is responsible for the usage of his/her card until the Centre is notified of loss or theft and the card is cancelled.
- Corporate cards provide access to the same facilities and services as Monthly Cards as indicated in section above.
- Cards may be purchased by 'group homes' and other similar agencies to accommodate the recreation needs of the residents. Corporate Annual Family Card allows up to 2 supervisors and 7 residents at one time. Supervisors must remain in the building at all times. One card must be purchased for each home under an agency.
- Contact Recreation Superintendent for pass suspensions if not medical related.

#### 4.4.6 Card Types and Formulas

FORMULAS FOR CALCULATING CARDS BY TYPE		
Type of Card	Base Rate Formula	Fee Example
Single Admission Adult Fee	100%	\$8.00
Adult 10 Multi Visit Card (equal to 8 Single Adult Admissions)	800%	\$64.00
Adult Monthly Cards (equal to 5 Single Adult Admissions)	500%	\$40.00
Adult Annual Corporate Card (Equal to 12 monthly Adult Cards with a 15% discount)	5100%	\$408.00

For the Multi-Visit Cards as well as the Monthly Cards, prices are calculated after convenience pricing is applied.

FORMULAS FOR CALCULATING BUILD YOUR OWN FAMILY CARD		
Category	Example - Base Single Rate	Fee Example
First Adult – Base	\$4.75	\$23.75
Second Adult* 90%	\$4.25	\$21.25
First Senior 90%	\$4.25	\$21.25
Second Senior** 90% of First Senior	\$3.75	\$18.75
Each Youth* 60%	\$3.00	\$15.00
Each Child* 40%	\$2.00	\$10.00

\*When added to an Adult Card

\*\*When added to a Senior Card

For the Build Your Own Family Card, prices are calculated using single admission rates prior to convenience pricing being applied.

#### 4.5 Gift Cards

- Gift Cards are available in any denomination (over \$3.00) and can be purchased and redeemed at any recreation facility with cashier services. Gift cards are valid for any recreation, parks or culture program, service or admission.
- Gift cards are fully transferable and may be used by any person in possession of the card. Gift cards must be presented at time of redemption.
- Any unused value remains on the gift card.
- Gift card may not be used to purchase another gift card.
- Gift cards have no expiry date, are not redeemable for cash and may not be returned.
- The City is not responsible for lost, stolen or damaged cards, or any unauthorized use.

#### 4.6 Cancellations and Suspensions

##### Monthly Cards – Suspensions

A monthly card can be suspended by completion of a suspension form. Forms are available from cashiers at each facility, and must be submitted at least 5 business days

(Mon – Fri) before the suspension is to take effect. For customers on the Family Plan or Build Your Own Plan, all family members must suspend as a group. One suspension per monthly card.

### **Monthly Cards – Non-Renewals**

Customers may choose not to renew their monthly pre-authorized cards by completing a “Non-Renewal Form”. This form is available at the front counter of each facility, and must be submitted at least 5 business days (Mon – Fri) prior to customer expiry date. For customers on the Family Plan, if the “first adult” cancels, the “second adult” becomes the “first adult” and will pay the “first adult” rate.

### **Monthly Cards**

Any changes to months paid in advance can be requested from a Facility Pass & Booking Specialist.

### **Payment Options**

- Cash, cheques, debit, VISA, MasterCard, Visa Debit, MasterCard Debit, money order, bank draft and gift cards are accepted for admissions and card fees.
- Overdue accounts will be sent to Collections after 60 days unless alternate arrangements have been made with Administration.

### **Refunds**

<b>Method of Payment</b>	<b>Method of Refund</b>
Cash	Cash up to \$75.00*
Credit Card	Credit Card
Cheque	Cheque
Debit	Debit
Gift Card	Gift Card
Money Order	Cheque
Bank Draft	Cheque

*\*Cash refunds over \$75.00 will be in the form of a cheque from The City of Red Deer. Please allow 14 days for processing.*

## **4.7 Pass Upgrades**

When upgrading an active monthly membership, the membership is to be prorated, withdrawn and a new monthly membership sold from the current date for the next month. The credit from the withdrawn membership is applied to the cost of the new membership.

## 5.0 Admissions and Card Fees

### 5.1 Collicutt Centre Admission & Recreation All Access Pass

<b>Single Admissions</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$9.25	\$9.25	\$9.90
Senior	\$8.25	\$8.25	\$8.85
Student	\$7.20	\$7.20	\$7.70
Youth	\$6.45	\$6.45	\$6.90
Child	\$4.65	\$4.65	\$5.00
Infant	Free	Free	Free
Family	\$20.60	\$20.60	\$22.05
<b>Single Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$46.40	\$46.40	\$49.65
Senior	\$41.20	\$41.20	\$44.10
Student	\$36.10	\$36.10	\$38.65
Youth	\$32.20	\$32.20	\$34.45
Child	\$23.20	\$23.20	\$24.80
Family	\$103.00	\$103.00	\$110.20
<b>Build Your Own Family Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
First Adult	\$46.40	\$46.40	\$49.65
Second Adult	\$41.70	\$41.70	\$44.60
First Senior	\$41.20	\$41.20	\$44.10
Second Senior	\$37.10	\$37.10	\$39.70
Each Youth*	\$27.80	\$27.80	\$29.75
Each Child*	\$18.50	\$18.50	\$19.80
*When added to an Adult Card			
<b>Multi Visit Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$74.20	\$74.20	\$79.40
Senior	\$65.90	\$65.90	\$70.50
Student	\$57.70	\$57.70	\$61.70
Youth	\$51.50	\$51.50	\$55.10
Child	\$37.10	\$37.10	\$39.70
Family	\$164.80	\$164.80	\$176.30
<b>Single Corporate Annual Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$472.80	\$472.80	\$505.90
Senior	\$420.20	\$420.20	\$449.60
Student	\$367.70	\$367.70	\$393.45
Youth	\$328.30	\$328.30	\$351.30
Child	\$236.40	\$236.40	\$252.95
Family	\$1,050.60	\$1,050.60	\$1,124.15

## 5.2 G.H. Dawe Community Centre Admission & Recreation Plus Pass

<b>Single Admissions</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>25-Feb-23</b>
Adult	\$6.45	\$6.45	\$8.70
Senior	\$5.90	\$5.90	\$7.85
Student	\$5.15	\$5.15	\$6.95
Youth	\$4.65	\$4.65	\$6.10
Child	\$3.35	\$3.35	\$4.35
Infant	Free	Free	Free
Family	\$14.70	\$14.70	\$19.60
<b>Single Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>25-Feb-23</b>
Adult	\$32.20	\$32.20	\$43.55
Senior	\$29.60	\$29.60	\$39.20
Student	\$25.80	\$25.80	\$34.85
Youth	\$23.20	\$23.20	\$30.50
Child	\$16.70	\$16.70	\$21.80
Family	\$73.40	\$73.40	\$98.00
<b>Build Your Own Family Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>25-Feb-23</b>
First Adult	\$32.20	\$32.20	\$43.55
Second Adult	\$29.10	\$29.10	\$39.20
First Senior	\$29.60	\$29.60	\$39.20
Second Senior	\$26.80	\$26.80	\$35.30
Each Youth*	\$19.30	\$19.30	\$26.15
Each Child*	\$12.90	\$12.90	\$17.40
*When added to an Adult Card			
<b>Multi-Visit Card (10 Visit)</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>25-Feb-23</b>
Adult	\$51.50	\$51.50	\$69.70
Senior	\$47.40	\$47.40	\$62.70
Student	\$41.20	\$41.20	\$55.70
Youth	\$37.10	\$37.10	\$48.80
Child	\$26.80	\$26.80	\$34.80
Family	\$117.40	\$117.40	\$156.80
<b>Single Corporate Annual Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>25-Feb-23</b>
Adult	\$328.30	\$328.30	\$444.20
Senior	\$302.00	\$302.00	\$399.80
Student	\$262.70	\$262.70	\$355.35
Youth	\$236.40	\$236.40	\$310.95
Child	\$170.70	\$170.70	\$222.10
Family	\$748.60	\$748.60	\$999.45

### 5.3 Recreation, Michener Aquatic Centre and Arenas Admissions & Recreation Value Pass

<b>Single Admissions</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$5.40	\$5.40	\$5.80
Senior	\$4.90	\$4.90	\$5.25
Student	\$4.40	\$4.40	\$4.70
Youth	\$3.85	\$3.85	\$4.10
Child	\$2.75	\$2.75	\$2.95
Infant	Free	Free	Free
Family	\$12.10	\$12.10	\$12.95
<b>Single Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$27.00	\$27.00	\$28.90
Senior	\$24.50	\$24.50	\$26.20
Student	\$21.90	\$21.90	\$23.45
Youth	\$19.30	\$19.30	\$20.65
Child	\$14.20	\$14.20	\$13.80
Family	\$60.50	\$60.50	\$64.75
<b>Build Your Own Family Monthly Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
First Adult	\$27.00	\$27.00	\$28.90
Second Adult	\$24.50	\$24.50	\$26.20
First Senior	\$24.50	\$24.50	\$26.20
Second Senior	\$22.10	\$22.10	\$23.65
Each Youth*	\$16.20	\$16.20	\$17.35
Each Child*	\$10.80	\$10.80	\$11.55
*When added to an Adult Card			
<b>Multi Visit Card (10 Visit)</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$43.30	\$43.30	\$46.30
Senior	\$39.10	\$39.10	\$41.80
Student	\$35.00	\$35.00	\$37.50
Youth	\$30.90	\$30.90	\$33.10
Child	\$22.70	\$22.70	\$22.00
Family	\$96.80	\$96.80	\$103.60
<b>Single Corporate Annual Card</b>	<b>01-Sep-19</b>	<b>01-Sep-21</b>	<b>01-Sep-23</b>
Adult	\$275.80	\$275.80	\$295.10
Senior	\$249.50	\$249.50	\$266.95
Student	\$223.30	\$223.30	\$238.95
Youth	\$197.00	\$197.00	\$210.80
Child	\$144.50	\$144.50	\$140.50
Family	\$617.20	\$617.20	\$660.40



## 5.4 Group Admission Discount Rates

	1-Sep-21 Regular	1-Sep-21 Discount	01-Sep-23 Regular	01-Sep-23 Discount
Collicutt Centre Group Rate - Adult (10 or more)	\$9.25	\$7.40	\$9.90	\$7.90
Collicutt Centre Group Rate - Senior (10 or more)	\$8.25	\$6.60	\$8.85	\$7.05
Collicutt Centre Group Rate - Student (10 or more)	\$7.20	\$5.75	\$7.70	\$6.15
Collicutt Centre Group Rate - Youth (10 or more)	\$6.45	\$5.15	\$6.90	\$5.50
Collicutt Centre Group Rate - Child (10 or more)	\$4.65	\$3.70	\$5.00	\$4.00
Collicutt Centre Group Rate - Family (10 or More)	\$20.60	\$16.50	\$22.05	\$17.65
Collicutt Centre Large Group Rate (50 or more)	\$4.65	\$4.65	\$5.00	\$5.00
Collicutt Centre Group Rate – Overnight (per person)*		\$10.00		\$10.70
G.H. Dawe Community Centre Group Rate - Adult (10 or more)	\$6.45	\$5.15	\$8.70	\$6.95
G.H. Dawe Community Centre Group Rate - Senior (10 or more)	\$5.90	\$4.70	\$7.85	\$6.25
G.H. Dawe Community Centre Group Rate - Student (10 or more)	\$5.15	\$4.10	\$6.95	\$5.60
G.H. Dawe Community Centre Group Rate - Youth (10 or more)	\$4.65	\$3.70	\$6.10	\$4.90
G.H. Dawe Community Centre Group Rate - Child (10 or more)	\$3.35	\$2.70	\$4.35	\$3.50
G.H. Dawe Community Centre Group Rate - Family (10 or more)	\$14.70	\$11.75	\$19.60	\$15.70
G.H. Dawe Community Centre Group Rate - Large (50 or more)	\$3.35	\$3.35	\$4.35	\$4.35
G.H. Dawe Community Centre Group Rate – Overnight (per person)*		\$10.00		\$10.70
Recreation/Michener Centre Group Rate - Adult (10 or more)	\$5.40	\$4.30	\$5.80	\$4.60
Recreation/Michener Centre Group Rate - Senior (10 or more)	\$4.90	\$3.90	\$5.25	\$4.20
Recreation/Michener Centre Group Rate - Student (10 or more)	\$4.40	\$3.50	\$4.70	\$3.75
Recreation/Michener Centre Group Rate - Youth (10 or more)	\$3.85	\$3.10	\$4.10	\$3.30
Recreation/Michener Centre Group Rate - Child (10 or more)	\$2.75	\$2.20	\$2.95	\$2.35
Recreation/Michener Centre Group Rate - Family (10 or more)	\$12.10	\$9.70	\$12.95	\$10.35
Recreation/Michener Centre Group Rate - Large (50 or more)	\$2.75	\$2.75	\$2.95	\$2.95

Recreation/Michener Centre Group Rate – Overnight (per person)*		\$10.00		\$10.70
Arena Group Rate - Adult (10 or more)	\$5.40	\$4.30	\$5.80	\$4.60
Arena Group Rate - Senior (10 or more)	\$4.90	\$3.90	\$5.25	\$4.20
Arena Group Rate - Student (10 or more)	\$4.40	\$3.50	\$4.70	\$3.75
Arena Group Rate - Youth (10 or more)	\$3.85	\$3.10	\$4.10	\$3.30
Arena Group Rate - Child (10 or more)	\$2.75	\$2.20	\$2.95	\$2.35
Arena Group Rate - Family (10 or more)	\$12.10	\$9.70	\$12.95	\$10.35
Arena Group Rate - Large (50 or more)	\$2.75	\$2.75	\$2.95	\$2.95
Arena Group Rate - Overnight (per person)*		\$10.00		\$10.70

\* Overnight rentals also require 2 additional staff on site. See 4.4.2

## 5.5 Admission/POS Fees

<b>Admissions - Extra Fees</b>	<b>1-Sep-21</b>	<b>1-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Towel Added Value Option - Monthly	\$9.00	\$9.00	\$9.00	\$9.00
Locker Added Value Option - Monthly	\$10.00	\$10.00	\$10.00	\$10.00
Family Locker Value Option - Monthly	\$22.50	\$22.50	\$22.50	\$22.50
Childminding - 15 minutes (onsite/offsite)	\$1.40	\$1.40	\$1.50	\$1.50
Childminding - 60 minutes (onsite/offsite)	\$5.60	\$5.60	\$6.00	\$6.00
Reserved Childminding - 15 minutes (onsite)	\$1.55	\$1.55	\$1.65	\$1.65
Reserved Childminding - 60 minutes (onsite)	\$6.15	\$6.15	\$6.60	\$6.60
Reserved Childminding - 15 minutes (offsite)	\$1.80	\$1.80	\$1.95	\$1.95
Reserved Childminding - 60 minutes (offsite)	\$7.15	\$7.15	\$7.65	\$7.65
Childminding - 10 hour Card	\$50.40	\$50.40	\$53.95	\$53.95
Childminding - 20 hour Card	\$95.20	\$95.20	\$101.85	\$101.85
Childminding - 30 hour Card	\$134.40	\$134.40	\$143.80	\$143.80
Reserved late fee - 1 min	\$2.45	\$2.45	\$2.60	\$2.60

<b>POS – Fees</b>	<b>1-Sep-21</b>	<b>1-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Belay Card	\$5.00	\$5.00	\$5.00	\$5.00
Climbing Wall Chalk	\$1.00	\$1.00	\$1.00	\$1.00
Card Replacement	\$2.00	\$2.00	\$2.00	\$2.00
Locker Token*	\$1.00	\$1.00	\$1.00	\$1.00
Photo ID	\$5.00	\$5.00	\$5.00	\$5.00
Photocopying (B&W) / Fax - Per Page	\$0.10	\$0.10	\$0.10	\$0.10
Photocopying (Colour)	\$0.50	\$0.50	\$0.50	\$0.50
Little Swimmers	\$2.50	\$2.50	\$2.50	\$2.50
Pool Diaper cover	\$2.00	\$4.50	\$4.50	\$4.50
Pottery Admission - Adult	\$5.25	\$5.25	\$5.80	\$5.80
Pottery Admission - Senior	\$4.75	\$4.75	\$5.25	\$5.25
Shower Fee	\$5.75	\$5.75	\$5.80	\$5.80
Towel Rental	\$1.00	\$1.00	\$1.00	\$1.00

\* Michener Centre uses quarters for locker

## Section 3 – Rental Fees

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### 6.0 Rental Fee Categories, Definitions, and Practices

#### 6.1 Rental Fee Categories

- **Adult** – The Adult rental rate is considered the ‘Base Rate’ for all Rental fees. It is from this Base Rate that the fees for other categories are determined by applying the specific percentage rate of the identified category as outlined below
- **Youth** – The Youth rental rate will not exceed 60% of the Adult Base Rate
- **Adult Community/Sporting Event/Non-Resident** – The Adult Community/Sporting Event/Non-Resident rate will not exceed 130% of the Adult Base Rate
- **Youth Community/Sporting Event** – The Youth Community/Sporting Event rate will not exceed 90% of the Adult Base Rate
- **Commercial/Special Event** – The Commercial/Special Event rate will not exceed 150% of the Adult Base Rate
- **Exclusive Day Rate**
  - Day Use – Based on facility being used; lost revenue (calculated using regular youth during prime time and adult rental rates during non-prime time); during the event additional staff charges above regular service levels are considered.
  - Set up/Take down - Based on facility being used; lost revenue (calculated using regular youth during prime time and adult rental rates during non-prime time); additional staffing rates are not applied; additional costs for specialized commissioning/decommissioning are considered.
  - Gate admissions – 10% commission is waived
  - Alcohol commissions still apply
  - Please refer to amenity briefing note for specific facility information
- **Non-prime** – The Non-prime rental rate will not exceed 75% of the Adult Base Rate
- **Pre & Post Season Ice** – The Pre & Post Season Adult base rate will not exceed 130% of Regular Ice Season Adult Base Rate. All other Pre & Post Ice rental rates are calculated using formula applied to the Pre & Post Season Ice Adult base rate.

## 6.2 Rental Fee Definitions

Rental Fee Definitions	Range	Definition
Adult	18 and Over	A person or group who is 18 years or older
Youth	Under 18 years	A person or group who is under 18 years old.
Resident	All ages	Citizens of the City of Red Deer or Red Deer County and where a minimum of 80% of teams/participants reside in the City or County of Red Deer.
Non-Resident	All ages	Residents of other counties and municipalities excluding the City of Red Deer or Red Deer County.
Commercial	Any person, group or organization that is profit motivated	Any person, group or organization that is not registered as a not-for-profit organization or charity and the intent of the rental is to make a profit.
Community/Sporting Events	All ages	Any community/sporting event that is outside of block bookings that may or may not draw spectators (i.e. tournaments, non-league playoffs, provincials, swim competitions/meets, camps, clinics, test days)
Special Events	All ages	A Special Event is defined as a one time, annual or infrequently occurring event on City of Red Deer property that is reserved for exclusive use and which meets the following criteria (trade shows, concerts, corporate events, parties & festivals, nationals but not limited to events listed) <ul style="list-style-type: none"> <li>• Celebration of a specific theme</li> <li>• Has a pre-determined opening and closing day/time</li> </ul>
Exclusive Day Rate	All ages	An Exclusive Day Rate is based on the facility being used; lost revenue (calculated using regular youth during prime time and adult rental rates during non-prime time) <ul style="list-style-type: none"> <li>• Set up/Take down – Based on facility being used; lost revenue (calculated using regular youth during prime time and adult rental rates during non-prime time); additional staffing rates are not applied; additional costs for specialized commissioning/decommissioning are considered</li> <li>• Gate admission – 10% commission is waived</li> <li>• Alcohol commissions still apply</li> </ul>
Non-Prime Ice	18 and over	Includes weekdays (except holidays) from 8:30 am to 4:00 pm, September 1-June 30.
Non-Prime Climbing	All ages	Includes weekdays (except holidays) from 8:30am to 4:00pm, September 1- June 30.

Non-Profit	Any organization that is registered as a Non-Profit Organization.	<p>A non-profit organization (abbreviated NPO, also not-for-profit) is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals and shall be incorporated under one of the following Alberta Acts that regulate the three different types of non-profit organizations that may be formed; Companies Act (non-profit companies are formed to promote art, science, religion, charity or other similar endeavors, or they may be formed solely for the purpose of promoting recreation for their members); Societies Act (societies are formed by five or more people who share a common recreational, cultural, scientific, or charitable interest. A society may not incorporate primarily to carry on a trade or business); Religious Societies' Land Act (a religious society is a group such as the congregation of a church or a religious burial ground). Proof of Non-Profit status in good standing is required by submitting:</p> <ul style="list-style-type: none"> <li>- Copy of current Annual Return (Annual return information must be provided by the legal entity each and every year. The annual return provides information about the shareholders of corporations and extra-provincial registrations, or directors and/or officers for societies and non-profit companies).</li> <li>- Copy of current Annual General Meeting minutes may be required.</li> </ul>
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**6.3 Rental Rates, Fee Increases & Convenience Pricing**

All rental rates listed in this document are based on an hourly rate unless otherwise stated. Rental fees and related items are reviewed regularly with increases applied annually. New fees for rentals and related items are typically in effect September 1<sup>st</sup>, after Council has approved any change through operating budget. All rental fees have been rounded to the nearest \$0.05. All fees are rounded after yearly increases and category formulas are applied.

**6.4 Processes for Casual and Block Bookings**

**Casual Bookings** are one-time bookings or periodic bookings made throughout the year.

**Block Bookings** are one-time booking arrangements that cover an entire booking season and may include daily, weekly, bi-weekly or monthly consecutive bookings.

- Deadlines for block rentals will be made public through various media channels.
- Groups turning back more than 20% of an allocated time will forfeit booking permit and may have to pay for unused booked time. Group will be required to reapply and sign new block booking permit.
- Some bookings do not allow for refunds once the permit is signed.

- All bookings, whether internal or external, shall be covered with a rental permit. Bookings for administrative use may be excluded.
- If a booking consists of only non-resident team(s), the non-resident rate applies regardless of who owns the block booking permit.
- When required cancellation notice is not provided, those groups who pay a subsidized rental rate (i.e. youth groups) will be invoiced for the full adult rate for any time that is booked and not used. The rental permit will be amended to reflect the adult rate.
- Provincial play outside of regular season will be booked as a sporting event.
- Subletting booked space is not permitted

### **Block Booking Procedure**

- Submit application.
- Applications received by the deadline are assessed based on the priorities established for the facility or amenity selected.
- Applications received after the deadline, are processed strictly on a “first-come-first-served” basis for remaining space and time.
- Once space has been allocated, written confirmation will be provided in the form of a rental permit.
- Rental permits must be signed and returned prior to booking deadline. Failure to do so will result in loss of entire booking.

### **General Booking Considerations**

- Bookings for most City facilities are arranged by the Facility Pass and Booking Specialists by calling the Recreation main line. Bookings for the Collicutt Centre (excluding the arena) are arranged by contacting the Collicutt Centre.
- A charge may be levied to non-profit recreation, parks and culture groups and organizations for on-site storage of supplies or equipment if space is available as per the Facility Lease Rate Policy (3152-DA).
- Organizations renting facility space through The City are required to obtain and provide to The City a copy of general liability insurance of not less than \$5 million per occurrence and such insurance shall include The City as an additional insured. This insurance must not have a participant’s exclusion.
- A Statutory Holiday Rate will be charged if a rental is booked on a statutory holiday. A charge will be made for all special event staff or other event costs specifically attributable for that event.
- Food services may be available through facility-specific food services providers. Renters in these facilities may be required to use their services for any food and beverage service. Please see the applicable agreement for each facility.
- Access to Facilities may be limited due to private bookings or special events.
- If a rental group receives permission to use any kind of portable concession, the group will require permits from The City of Red Deer and a food services permit from Alberta Health Services.
- To book a closed, non-staffed facility or amenity, a minimum booking time will be required. Two hours is required for dry space/meeting rooms and three hours is required for ice bookings and aquatics bookings.
- Recreation facilities will support smudging on a case per case basis. This will be dependant on the specific facility in question.

- A damage deposit may be required.

### **Public Access Considerations**

Community Services will not allow the use of facility rentable/common public spaces that:

- Imposes or implies conditions that would limit or appear to limit, the ability of The City to carry out its functions fully or impartially.
- Results in The City relinquishing its right to manage and control facilities and services.
- Requires or implies The City's endorsement of a company, commercial product(s) and/or service(s).
- Results in political advertising from any level of government or individual.
- Has been deemed unsatisfactory by the City Solicitor.
- Is inconsistent with equal participation, rights and accessibility for all groups in the community.
- Provides personal benefits to Council, City employees, contractual staff/services and/or family/friends.
- Allows the marketing of, or have any relationship with, including but not limited to: alcohol, tobacco products, pornography, weapons, stereotyping or denigration of individuals or group.
- Ticket/product sales, fundraising and donation requests are not permitted.
- Encompasses personal training, coaching or instruction unless a space within the facility is rented for this specific purpose.

Community Services will allow the use of facility rentable/bookable public spaces that:

- Provides community groups and organizations a means for community awareness and education, program promotion and volunteer recruitment

### **Liquor Regulations**

- Special permission must be granted by The City of Red Deer to allow a designated fenced or tented area for liquor sales and consumption. A Special Event Public Resale License must be obtained from Alberta Gaming and Liquor Commission. These licenses are for community organizations and are not available to individuals. If the permit holder request the sale of any alcohol, prior approval is required and The City will charge 10% of the total gross sales receipts.
- One supervisor for every fifty patrons in attendance plus one for each entrance and exit is required. These supervisors may not be responsible for other tasks such as serving and cleaning. Food services and non-alcoholic beverages must be available.
- The processing of liquor licenses typically takes 6 – 8 weeks. The full liquor license guidelines are available at <https://aglc.ca/liquor/liquor-licences/applying-liquor-licence>
- A Host Liquor Liability certificate showing the City of Red Deer must also be filed with Facility Pass & Booking Specialist prior to any game or function with alcohol service. A minimum of five million dollars liability is required

### **Entandem**

- If you use music (live or recorded) during your event other than AM/FM radio, a license from Entandem may be required. To receive an application/report form or



for more information, please call 1-866-944-6223 or visit [www.entandemlicensing.com](http://www.entandemlicensing.com).

## **6.5 Payments, Cancellations & Refunds**

### **Payments**

Credit card payments can be processed immediately over the phone. Customer can place a credit on their Intelli account in person.

Customer can pay in person at the time of booking at a Recreation Facility with cashier services.

### **Casual Bookings**

Payment is due immediately at the time of booking. No time can be held and requests will not be considered completed until payment is made.

### **Block Bookings**

Invoicing privileges granted to pre-approved user groups. Monthly payments are due 30 days prior to first booking.

An administration fee will be charged for each amendment, addition or deletion per individual date/time period booked after the rental permit has been approved, signed and returned by the permit holder. Bookings are not confirmed until the rental permit has been signed and returned to The City.

For groups that are not granted invoicing privileges, payment is due immediately at the time of booking. No time can be held and requests will not be considered completed until payment is made. Payment options include:

- Over the phone with a credit card;
- Intelli account credit made in person;
- In person at the time of booking
- Subletting of booked space is not permitted.

### **Cancellations**

- Cancellation notice for regular bookings must be made 14 days in advance of the event/activity to receive a full refund.
- Cancellation notice for community/sporting events must be made 30 days in advance of the event/activity.
- Cancellation notice for weddings must be made 90 days in advance of the event.
- Cancellation notice for special events must be made 60 days in advance of the event/activity.
- Pre/Post season ice requires 60 days notice in advance of first booking. Some bookings do not allow for refunds once the permit is signed.
- Cancellations during playoffs that have an elimination format requires three days notice of cancellation.
- Turn backs without required cancellation notice and no-shows will result in the full adult base rate being charged for groups that pay a subsidized rental rate (i.e. youth groups).
- Please see Severe Weather Cancellation and Refund Procedure for cancellations due to severe weather.

## **Refunds**

Refunds may be issued back to customer in the method of which payment was originally processed.

### ***Method of Payment***

Credit Card

Cheque

Debit

Cash

Gift Card

Bank Draft

### ***Method of Refund***

Credit Card

Cheque

Debit

Cash up to \$75.00\*

Gift Card

Cheque

*\*Refunds on cash purchases over \$75.00 will be issued in the form of a cheque from The City of Red Deer. Please allow at minimum 14 days for processing.*

## 7.0 Arenas/Oval

### 7.1 Arena Rental Fees

Arenas	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>In Season Ice (Oct 1 - Mar 31)</b>	Adult (Base)	\$190.35	\$197.95	\$205.85
	Youth	\$114.20	\$118.80	\$123.50
	Adult Community/Sporting Event/Non-Resident	\$247.50	\$257.35	\$267.65
	Youth Community/Sporting Event	\$171.35	\$178.15	\$185.30
	Commercial/Special Event	\$285.55	\$296.95	\$308.80
<b>In Season Ice - Non-Prime (September 1 – June 30)</b> <i>*Applies to ages 18+</i>	Non-Prime (Base)	\$142.80	\$148.50	\$154.45
	Adult Community/Sporting Event/Non-Resident	\$185.60	\$193.05	\$200.75
	Commercial/Special Event	\$214.15	\$222.75	\$231.65
<b>Pre/Post Season Ice (Apr 1 - Sept 30)</b>	Adult (Base)	\$247.50	\$257.35	\$267.65
	Youth	\$148.50	\$154.40	\$160.60
	Adult Community/Sporting Event/Non-Resident	\$321.70	\$334.55	\$347.90
	Youth Community/Sporting Event	\$222.75	\$231.60	\$240.85
	Commercial/Special Event	\$371.20	\$386.05	\$401.45

*\*Floods required every 90 minutes*

Exclusive Day Rates	Category	01-Sep-22	01-Sep-23	01-Sep-24
<i>Per Day – Servus Arena Only</i>	Based on facility – see definition in section 6.0	\$3,200.00	\$3,328.00	\$3,461.10

### 7.2 Arena Booking Processes

For information on block booking and casual booking processes see section 6.4.

#### **Pre/Post Season Ice**

Regular block booking including tournaments, competitions, camps, clinics and special events shall be confirmed 60 days prior to scheduled ice time and cannot be refunded. To book a closed, non-staffed facility or amenity, a minimum booking will be required. (Two hours for Dry Space, Three hours for Ice).

**Block Booking Deadlines:**

Program	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Ice – Winter (In Season)	October 1 to Mar 31	Servus Arena, Kinsmen, Kinex, G.H. Dawe and Collicutt, Setters' Oval	February	March
Ice – Spring/Summer/Fall (Pre/Post Season)	April 1 to September 30	Servus Arena , Kinsmen, Kinex, G.H. Dawe and Collicutt	October	November

**7.3 Setters Place Oval Rental Fees**

Oval	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>In Season Ice (Dec 15 - Mar 1)</b> Weather permitting	Adult (Base)	\$109.40	\$154.10	\$198.80
	Youth	\$65.65	\$92.45	\$119.28
	Adult Community/Sporting Event/Non-Resident	\$142.20	\$200.35	\$258.44
	Youth Community/Sporting Event	\$98.45	\$138.70	\$178.92
	Commercial/Special Event	\$164.10	\$231.15	\$298.20
<b>In Season Ice (Dec 15 - Mar 1)</b>  *Per lane	Adult (Base)	\$54.70	\$56.90	\$59.20
	Youth	\$32.85	\$34.15	\$35.50
	Adult Community/Sporting Event/Non-Resident	\$71.10	\$73.95	\$76.95
	Youth Community/Sporting Event	\$49.35	\$51.20	\$53.25
	Commercial/Special Event	\$82.05	\$85.35	\$88.75

*\*Lane rental availability is based on the City's availability to recover the equivalent value of the total oval rental fee requirement while sharing the oval with City programs or other rental groups.*

*\*For exclusive use of other amenities, applicable rates would apply.*

Exclusive Day Rates	Category	01-Sep-22	01-Sep-23	01-Sep-24
<i>Per Day – Setters Place Oval</i>	Based on facility – see definition in section 6.0	\$2,100.00	\$2,184.00	\$2,271.35

## 7.4 Arena/Oval Sizes and Capacities

Facility	Bleacher Seating	Mezzanine/ Lobby *	Playing Surface for Sport Use (Ice In)	Maximum Capacity (includes spectators & participants)	Size of Playing Surface Meters/(Square Feet)
Collicutt Arena	250	500	75	600	1579.4 (17,000) 200' x 85'
GH Dawe Centre Arena North	160	70 (stand up drink rail)	75	400	1579.4 (17,000) 200' x 85'
GH Dawe Centre Arena South	216	40 (stand up drink rail)	75		1579.4 (17,000) 200' x 85'
Kinex Arena Decommissioning 2013	404	50 - 2 <sup>nd</sup> Floor 196 - standing room	75	1400	1579.4 (17,000) 200' x 85'
Kinsmen Arena A	348	NA	75	NA	1579.4 (17,000) 200' x 85'
Kinsmen Arena B	240	NA	75	NA	1460.9 (15,725) 185' x 85'
Setters Place Oval	1052	90	NA	1142	400m x 15.4m (2 lanes)
Servus Arena	1200	245	75	1445	1579.4 (17,000) 200' x 85'

\*non-fixed seating

## 8.0 Dry Space

### 8.1 Dry Space Rental Fees

<b>Arenas</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Dry Space</b>	Adult (Base)	\$94.90	\$98.70	\$102.65
	Youth	\$56.95	\$59.20	\$61.60
	Adult Community/Sporting Event/Non-Resident	\$123.35	\$128.30	\$133.45
	Youth Community/Sporting Event	\$85.40	\$88.85	\$92.40
	Commercial//Special Event	\$142.35	\$148.05	\$153.95
<b>Collicutt Soccer Pitches</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Dry Space - Indoor Field</b>	Adult (Base)	\$143.85	\$149.60	\$155.60
	Youth	\$86.30	\$89.75	\$93.35
	Adult Community/Sporting Event/Non-Resident	\$187.00	\$194.50	\$202.25
	Youth Community/Sporting Event	\$129.45	\$134.65	\$140.05
	Commercial/Special Event	\$215.80	\$224.40	\$233.40

To book a closed facility, a minimum 2 hour rental is required.

<b>Exclusive Day Rates</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<i>Per Day – Servus Arena Only</i>	Based on facility – see definition in section 6.0	\$2,300.00	\$2,392.00	\$2,487.70

\*The Special Event Day Rate is based on the space rental rate for 12 hours of operation plus 2 additional staff for the 12 hours.

<b>Exclusive Day Rates</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<i>Per Day – Collicutt Pitch Only</i>	Based on facility – see definition in section 6.0	\$2,300.00	\$2,392.00	\$2,487.70

\*The Exclusive Day Rate is based on the space rental rate for 15 hours of operation plus 1 additional staff for the 15 hours.

<b>G. H. Dawe Centre Track</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Indoor Running Track (Per Lane. Maximum of 2 Lanes)</b>	Adult (Base)	\$49.05	\$51.00	\$53.05
	Youth	\$29.45	\$30.60	\$31.80
	Commercial/Non Resident/Special Event	\$73.55	\$76.50	\$79.55
<b>Indoor Running Track (Full Track)</b>	Adult (Base)	\$162.00	\$168.50	\$175.25
	Youth	\$97.20	\$101.10	\$105.15
	Adult Community/Sporting Event/Non-Resident	\$210.85	\$219.00	\$227.80
	Youth Community/Sporting Event	\$145.80	\$151.65	\$157.70
	Commercial/Special Event	\$243.00	\$252.70	\$262.85

<b>G.H. Dawe Centre</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>I Court</b>	Adult (Base)	\$39.35	\$40.90	\$42.55
	Youth	\$23.60	\$24.55	\$25.50
	Adult Community/Sporting Event/Non-Resident	\$51.15	\$53.20	\$55.30
	Youth Community/Sporting Event	\$35.40	\$36.85	\$38.30
	Commercial/Special Event	\$59.00	\$61.40	\$63.80
<b>Gym</b> Sum of all 3 courts	Adult (Base)	\$129.80	\$122.75	\$127.60
	Youth	\$77.85	\$73.65	\$76.55
	Adult Community/Sporting Event/Non-Resident	\$168.70	\$175.55	\$165.90
	Youth Community/Sporting Event	\$116.80	\$110.50	\$114.85
	Commercial/Special Event	\$194.70	\$184.15	\$191.40

<b>Michener Centre**</b>	<b>Category</b>	<b>01-Sep-22*</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>½ Gymnasium</b>	Adult (Base)	\$69.30	\$72.05	\$74.95
	Youth	\$41.60	\$43.25	\$44.95
	Adult Community/Sporting Event/Non-Resident	\$90.10	\$93.70	\$97.40
	Youth Community/Sporting Event	\$62.40	\$64.85	\$67.45
	Commercial/Special Event	\$104.00	\$108.10	\$112.40

\* The Province and the City of Red Deer have an agreement which informs availability.

\*\*As per the agreement, PDD is allowed up to 20 hours per week (Mon – Fri) of daytime (8am to 5pm) bookings at no charge.

<b>Intermediate School</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Omni Activity Space</b>	Adult (Base)	\$69.30	\$72.05	\$74.95
	Youth	\$41.60	\$43.25	\$44.95
	Adult Community/Sporting Event/Non-Resident	\$90.10	\$93.70	\$97.40
	Youth Community/Sporting Event	\$62.40	\$64.85	\$67.45
	Commercial/Special Event	\$104.00	\$108.10	\$112.40

## 8.2 Collicutt Centre Field House Rental Fees

<b>Collicutt Field House</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>I Court</b>	Adult (Base)	\$50.40	\$52.40	\$54.50
	Youth	\$30.25	\$31.45	\$32.70
	Adult Community/Sporting Event/Non-Resident	\$65.50	\$68.15	\$70.85
	Youth Community/Sporting Event	\$45.35	\$47.15	\$49.05
	Commercial/Special Event/Preschool Toy	\$75.60	\$78.60	\$81.75
<b>Field House</b>	Adult (Base)	\$149.50	\$155.50	\$161.70
	Youth	\$89.70	\$93.30	\$97.05
	Adult Community/Sporting Event/Non-Resident	\$194.35	\$202.10	\$210.25
	Youth Community/Sporting Event	\$134.55	\$139.95	\$145.55
	Commercial/Special Event	\$224.30	\$233.20	\$242.60

\*Half Court rate is 50% of the full court rate



<b>Collicutt Field House</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Indoor Running Track (Per Lane. Maximum of 2 Lanes)</b>	Adult (Base)	\$49.05	\$51.00	\$53.05
	Youth	\$29.45	\$30.60	\$31.80
	Commercial/Non Resident/Special Event	\$73.55	\$76.50	\$79.55
<b>Indoor Running Track (Full Track)</b>	Adult (Base)	\$162.00	\$168.50	\$175.25
	Youth	\$97.20	\$101.10	\$105.15
	Adult Community/Sporting Event/Non-Resident	\$210.85	\$219.00	\$227.80
	Youth Community/Sporting Event	\$145.80	\$151.65	\$157.70
	Commercial/Special Event	\$243.00	\$252.70	\$262.85
<b>Climbing Wall (minimum 1 hr booking)</b>	Rental	\$105.80	\$110.05	\$114.45
<b>Climbing Wall Non-prime (minimum 1 hr booking)</b>	Rental	\$52.60	\$54.70	\$56.90
<b>Bouldering Room</b>	All	\$77.05	\$80.15	\$86.35
<b>Batting Cage*</b>	Rental	\$60.00	\$60.00	\$60.00
<b>Golf Cage**</b>	Rental	\$60.00	\$60.00	\$60.00
<b>ATCO Power Pit</b>	Adult (Base)	\$74.80	\$77.80	\$80.90
	Youth	\$44.90	\$46.70	\$48.55
	Commercial/Non Resident/Special Event	\$112.20	\$116.70	\$121.35
<b>Long Jump Pit</b>	Adult (Base)	\$50.40	\$52.40	\$54.50
	Youth	\$30.25	\$31.45	\$32.70
	Commercial/Non Resident/Special Event	\$75.60	\$78.60	\$81.75

\*Half court including pitching machine (manual feed, adjustable 9" hardball/12" softball, adjustable speed dial with I-screen provided).

\*\*Half court including 4 stations with artificial turf mats, golf balls and tees, ball picker and targets.

<b>Exclusive Day Rates</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Per Day – Collicutt Field House Only	Based on facility – see definition in section 6.0	\$2,200.00	\$2,288.00	\$2,379.50

\*The Exclusive Day Rate is based on the space rental rate for 15 hours of operation plus 1 additional staff for the 15 hours.

### 8.3 Collicutt Centre Field House and Soccer Pitches Booking Processes

For information on block booking and casual booking processes see section 6.4 on page 24.

### **Field House**

The Field House is comprised of three courts, one swing/batting cages, one climbing wall, one bouldering room, one long jump pit. The courts are named: South (S), Centre (C), and North (N).

- The court flooring is Mondo sport flooring and it is designed for multi-sport play – tennis, basketball, and volleyball.
- Centre Court is the only court marked for basketball.
- Children who have not had their 8<sup>th</sup> birthday must be supervised by a person 16 yrs or older.
- Allow 15 minute change over time for different sports, i.e. basketball to volleyball.
- Soccer, lacrosse and football and not permitted in Field House

### **Soccer Pitches**

- Allow 8 hours to remove the turf and 8 hours to relay the turf.
- This is a chargeable fee to the renter.
- Allow a 30-minute change over time for different sports, i.e. soccer, lacrosse or tennis.

### **Running Track**

- Contact the Collicutt Centre Facility Pass and Booking Specialist for information.

### **Climbing Walls**

- One wall is located on Main Street by the main entrance, and one is attached to the South wall inside the Field House.
- During operating hours, the climber must pay a general admission that allows access to the rest of the facility.
- When the Field House climbing wall is rented, the South Court cannot be booked.
- All climbers must sign a liability waiver. If under 18 years of age the waiver must be signed by parent/legal guardian.
- Absolutely no loose chalk is allowed; chalk balls only.
- Climbers must be able to produce a valid Belay Card and picture ID to climb.
- Collicutt staff only permitted to belay during a booking.

### **Bouldering Room**

- The Bouldering Room is shorter than a climbing wall and is done without the use of harness equipment.
- Bouldering techniques are used as a means to improve moves and build stamina for other types of climbing such as outdoor rock climbing.
- The bouldering room design includes more angles, overhangs and other features that make climbing more challenging.

## **8.4 G.H. Dawe Community Centre Gymnasium and Running Track Booking Processes**

### **Gymnasium**

- The gymnasium is 30.5m X 20.1m (100' X 66') and is designed for multi-sport play and is comprised of three courts named South (S), Centre (C), and North (N).
- The centre court is marked for basketball and volleyball.
- Children who have not had their 8<sup>th</sup> birthday must be supervised by a person 16 years or older.
- Allow 15 minute change over time for different sports i.e. basketball to volleyball.
- Pulastic flooring – polyurethane sports flooring with a rubber shock pad underlayment for optimized comfort and performance.

### Running Track

- Contact the Facility Pass and Booking Specialist for information

## 8.5 Michener Aquatic Centre

### ½ Gymnasium

- The half of the gymnasium is designed for multi-sport play but is mainly used for volleyball because of the lines/alignment of the basketball hoops.
- Available for bookings; no drop-in activities are offered at this location.

## 8.6 Intermediate School Building

### Omni Activity Space

- Available for bookings; no drop-in activities are offered at this location.
- Pulastic flooring – polyurethane sports flooring with a rubber shock pad underlayment for optimized comfort and performance.
- Sound system

## 8.7 Dry Space Booking Processes

For more information on block booking and casual booking process see Section 6.4 on page 24.

To book a closed, non-staffed facility, a minimum 2 hour booking is required.

### Block Booking Deadlines:

Program	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Dry Space – Winter	Oct 1 – Mar 31	Collicutt Centre Field House, Cultural Services, Soccer Pitches & G.H. Dawe Gym, Michener Gym & Omni Space	Feb	Mar
Dry Space – Spring/Summer/Fall	Apr 1 – Sept 30	Servus, Kinsmen, Kinex & Dawe Arenas, Collicutt Field House, Cultural Services, Soccer Pitches, Michener Gym, G.H. Dawe Gym & Omni Activity Space	Oct	Nov

## 8.8 Dry Space Sizes and Capacities

Facility	Bleacher Seating	Mezzanine/ Lobby*	All Gates/Doors Open*	Playing Surface for Sport Use	Maximum Capacity (includes spectators & participants)	Size of floor area: Square Meters/(Square Feet)
Collicutt Centre Arena**	250	500	400	100	900	1579.4 (17,000) 200' x 85'
Collicutt Centre Field House	NA	NA	2350	200	2350	1742.4 (18,755) 121' X 155'
Collicutt Centre Soccer Pitch (East)	75	350	350 with boards/500 boards removed	100	850	1337.8 (14,400) 80'x180'
Collicutt Centre Soccer Pitch (West)	75	350	350 with boards/500 boards removed	100	850	1337.8 (14,400) 80'x180'
GH Dawe Centre Arena North	160	70 (stand up drink rail)	350	100	750/900	1579.4 (17,000) 200' x 85'
GH Dawe Centre Arena South**	216	40 (stand up drink rail)	350	100	750/900	1579.4 (17,000) 200' x 85'
GH Dawe Centre Gym	NA	NA	NA	80	450	613.2 (6,600) 100' x 66'
Kinex Arena** decommissioning 2023	404	50-2 <sup>nd</sup> floor 196-standing room	1036	100	1400	1579.4 (17,000) 200' x 85'
Kinsmen Arena A**	348	NA	519	100	519	1579.4 (17,000) 200' x 85'
Kinsmen Arena B**	240	60	502	85	502	1460.9 (15,725) 185' x 85'
Michener Centre Gym	NA	NA	250	30	250	348 (3750) 75' x 50'
Intermediate School Omni Gym	NA	NA	200	30	200	320 (3450) 75' x 50'
Servus Arena**	1200	245	450	100	1445	1579.4 (17,000) 200' x 85'

\*Non-fixed seating \*\*Ice out

## 9.0 Meeting/Activity Rooms

### 9.1 Meeting/Activity Room Rental Fees

Meeting Rooms	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Small (Capacity 10-20)</b> *see section 9.5	Resident	\$24.95	\$25.95	\$27.00
	Commercial/Non Resident/Special Event	\$37.40	\$38.90	\$40.50
<b>Small (Capacity 10-20)</b> Day Rate** *see section 9.5	Resident	\$149.70	\$155.70	\$161.95
	Commercial/Non Resident/Special Event	\$244.40	\$254.20	\$264.35
<b>Medium (Capacity 20-40)</b> 150% of Small Mtg Room *see section 9.5	Resident	\$37.40	\$38.90	\$40.50
	Commercial/Non Resident/Special Event	\$56.10	\$58.40	\$60.70
<b>Medium (Capacity 20-40)</b> Day Rate** 150% of Small Mtg Room *see section 9.5	Resident	\$224.40	\$233.40	\$242.75
	Commercial/Non Resident/Special Event	\$336.60	\$350.05	\$364.05
<b>Large (Capacity 40+)</b> 200% of Small Mtg Room *see section 9.5	Resident	\$49.85	\$51.90	\$54.00
	Commercial/Non Resident/Special Event	\$74.80	\$77.85	\$80.95
<b>Large (Capacity 40+)</b> Day Rate** 200% of Small Mtg Room *see section 9.5	Resident	\$299.10	\$311.05	\$323.50
	Commercial/Non Resident/Special Event	\$448.80	\$466.75	\$485.40
<b>Mezzanines: (Capacity 40+)</b> Collicutt Arena Mezzanine Collicutt Soccer Mezzanine Setters Place 2 <sup>nd</sup> Floor Gathering Area Servus Arena Upper & Lower Lobby	Resident	\$49.85	\$51.90	\$54.00
	Commercial/Non Resident/Special Event	\$74.80	\$77.85	\$80.95
<b>Studios:</b> Rec Centre Exercise Studio G.H. Dawe Centre Studio D Culture Services Tempo Studio	Resident	\$37.40	\$51.90	\$54.00
	Commercial/Non Resident/Special Event	\$56.10	\$77.85	\$80.95
<b>Studios:</b> Collicutt Centre Motion Studio	Resident	\$49.85	\$51.90	\$54.00
	Commercial/Non Resident/Special Event	\$74.80	\$77.85	\$80.95
<b>Servus &amp; G.H. Dawe Arenas:</b> Warm Up Room #1 Warm Up Room #2	Resident	\$24.95	\$25.95	\$27.00
	Commercial/Non Resident/Special Event	\$37.40	\$51.90	\$54.00

<b>Recreation Centre:</b> Contour Studio*	Resident	\$37.40	\$38.90	\$40.45
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\* Contour Studio for Internal Bookings only. Contour Studio bookings must be approved by Community Development – Culture.

\*\*Day rates are based on the hourly rate multiplied by 6 hours to max of 8 hours

<b>Exclusive Day Rates</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Per Day – Intermediate School Day Rate*	Based on facility – see definition in section 6.0	\$1,680.00	\$1,747.20	\$1,817.10

\* Includes: Omni Activity Space, Mosaic Room, Harmony Room, Tempo Studio and Viewpoint Gallery

## 9.2 Meeting/Activity Room Booking Considerations

- Meeting/activity rooms have a one hour booking minimum.
- For exclusive use of other amenities, applicable rates would apply. A charge will be levied for meeting/activity rooms for use based on the rate classifications for a particular group and the size of the meeting/activity room desired.
- Party bookings, family gatherings, celebrations that serve food, cake and/or beverages are charged Commercial/Non Resident/Special Event Rate
- Some boardrooms are restricted to Adult bookings only.
- Stakeholder and partner agreements may allow for free use of meeting/activity rooms.
- There is no meeting room charge for:
  - Provincial or regional recreation and parks organizations (i.e. ARPA Board/Committees, AARFP, AAAP, CARA)
  - Red Deer recreation, parks and culture organizations that have CSV staff directly involved and attending the meetings in work related roles.
- AV equipment, tables and chairs belonging in the room are included in rental fee. The City does not supply consumable supplies for meeting use. Laptops, catering, paper, markers, copying is the responsibility of the group hosting the meeting
- The permit holder must confine all activities, equipment and promotional materials to within the booked space. Promotions announcing the event must be posted and removed the same day as the event.
- Access to meeting rooms is limited to hours of operation that a particular facility is open and staffed. Requests outside of operational hours may be considered, however rental rates will be applied to cover staffing costs.
- Cancellation notice for paid rentals must be received fourteen days in advance of booking start date to receive a full refund.

### Internal City Meetings

- Internal City meetings are required to be paid with a department G/L account number at time of booking. Credit card payment is not permitted.
- Internal corporate use of meeting rooms space is available free of charge, when available. The space must be reserved through established bookings process which the City must be the organiser and host.

- Access to meeting rooms is limited to hours of operation that a particular facility is open and staffed. Requests outside of operational hours may be considered, however rental rates will be applied to cover staffing costs.
- Community Services retains the ability to cancel a free internal City booking if a paid rental opportunity is available. Considering this, departments may wish to secure their booking through a paid rental where there is no flexibility to alter meeting location with short notice (i.e. Training courses, large group meetings, etc.).
- Cancellation notice for all rentals must be received fourteen days in advance of booking start date to receive a full refund.
- Community Services rooms are available free from Monday to Friday, 8am to 4:30pm for City of Red Deer corporate meetings.

### 9.3 Formulas for Calculating Meeting / Activity Room Fees by Category

Meeting Room Size	Base Rate Formula	Fee Example
Small - Capacity - 10 to 20 people	Resident Base	\$18.20
Medium - Capacity - 20 to 40 people	150%	\$27.30
Large - Capacity - 40 or more people; Recreation Studios and Mezzanines/Lobby's	200%	\$36.40

*\*Small Meeting Room Resident Rate is the "Base Rate"*

### 9.4 Meeting / Activity Room Block Booking Deadlines

Program	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Meeting Rooms – Winter	Oct 1 – Mar 31	Recreation, G.H. Dawe , Michener Aquatics, Collicutt Centres, Servus Arena, Kinsmen Arenas, Intermediate School	February	March
Meeting Rooms – Spring/Summer/Fall	Apr 1 – Sept 30	Recreation, G.H. Dawe , Michener Aquatics, Collicutt Centres, Servus Arena, Kinsmen Arenas, Intermediate School	October	November

## 9.5 Meeting /Activity Room Sizes, Capacities and Features

Room	Room Size	Occupancy Limit (Varies on set-up)	Square Metres/ (Square Feet)	Projector	Screen	White Board	Counter	Fridge	Sink	Sprung/ Court Floor	Required Food Service	Mirrors	Sound System	Internal Network Intranet Access	Wireless Access (not guaranteed)	Podium	Beverage Cart	Smart TV	Barrier Free	Conference Phone
Collicutt Arena Mezzanine	Large	500	495.5 (5333)								*X				X	X			X	
ATB Financial Motion Studio	Studio	30	143.5 (1545)							X	*X	X	X		X	X			X	
BMO Financial Kids Corner (West)	Med	25	78.3 (843)								*X				X	X			X	
Red Deer Bottling Room	Small	16	27.5 (297)	X	X		X				*X			X	X	X			X	
Servus Credit Union Meeting Room A	Med	40	88.4 (952)	X	X	X	X				*X	X		X	X	X			X	
Servus Credit Union Meeting Room B	Med	40	85.2 (918)	X	X	X	X	X	X		*X	X		X	X	X			X	
Servus Credit Union Meeting Room C	Med	40	82.1 (884)	X	X	X		X	X	X	*X	X		X	X	X			X	
Servus Credit Union Meeting Room A&B	Large	80	173.7 (1870)	X	X	X	X	X	X		*X	X		X	X	X			X	
Soccer Mezzanine	Large	350	448.9 (4832)								*X				X	X			X	
The Prolific Group Board Room**	Small	12	27 (291)	X	X	X	X		X		*X			X	X	X			X	



Room	Room Size	Occupancy Limit (Varies on set-up)	Square Metres/ (Square Feet)	Projector	Screen	White Board	Counter	Fridge	Sink	Sprung/ Court Floor	Required Food Service	Mirrors	Sound System	Internal Network Intranet Access	Wireless Access (not guaranteed)	Podium	Beverage Cart	Smart TV	Barrier Free	Conference Phone
<b>Intermediate School</b> Mosaic Room	Small	20	48.4 (521)	X	X	X								X	X			X	X	X
Tempo Studio	Studio	25	94.84 (1020)							X		X	X	X	X				X	
Gesture Studio	Small	20	75.2 (809)		X		X		X						X				X	
Chroma Studio	Small	20	77.9 (838.5)				X		X						X				X	
Harmony Room	Small	10	44.7 (481)												X			X	X	
View Point Gallery	TBA	TBA	106.1 (1142)												X				X	
<b>G.H. Dawe</b> Activity Room 2	Small	20	59.5 (640)				X	X	X					X	X	X			X	
Activity Room 3	Large	60	112 (1205)	X	X	X	X	X	X					X	X	X			X	
Board Room	Med	26	57 (614)	X	X	X	X		X					X	X	X			X	X
Meeting Room	Small	20	58.2 (626)				X							X	X	X			X	
Pool Side Room	Small	20	64 (690)				X	X	X					X	X			X	X	
Studio D	Studio	18	89.9 (968)							X		X	X		X	X			X	
Warm Up Room	Small	TBA														X				
<b>Servus Arena</b> Meeting Room	Med	30	69.1 (744)	X	X	X	X	X	X					X	X	X			X	X
Warm Up Room	Small																			

Room	Room Size	Occupancy Limit (Varies on set-up)	Square Metres/ (Square Feet)	Projector	Screen	White Board	Counter	Fridge	Sink	Sprung/ Court Floor	Required Food Service	Mirrors	Sound System	Internal Network Intranet Access	Wireless Access (not guaranteed)	Podium	Beverage Cart	Smart TV	Barrier Free	Conference Phone
<b>Kinex Arena</b> Upper Lobby	Large	180	103 (1120)																	
<b>Kinsmen Arena</b> Meeting Room	Small	20	18.6 (200)		X	X	X		X					X						
<b>Michener Centre</b> Deck Room**	Small	20	37.2 (400)				X	X	X										X	
<b>Recreation Centre</b> Deck Party Room	Small	12	22 (237)				X	X	X					X	X				X	
Exercise Studio	Studio	20	93.7 (1008)							X		X	X		X				X	
Rec Room	Small	20	66.6 (717)		X	X	X						X	X	X				X	
Sportsmans Room	Med	40	97.5 (1050)		X	X	X					X	X	X	X				X	
<b>Setters Place</b> <b>Pavilion</b> 2nd Floor Gathering Area	Large	118	115 (1235)		X	X	X	X	X				X	X	X	X	X	X	X	X

\* Food services may be available through facility-specific food services providers. Renters in these facilities may be required to use their services for any food and beverage service. Please see the applicable agreement for each facility.

\*\* Deck Room can only be booked within operating hours and when pool is booked.

**Contour Studio** Prior to entrance to this studio, Recreation Centre drop-in fees are to be paid at the cashier. This fee is in addition to a current pottery club membership or a City of Red Deer course fee. Proof of course registration or pottery club registration must be provided to have access to Contour Studio. Access is limited to hours of operation that the Recreation Centre is opened and staffed. Requests outside of operational hours may be considered, however rental rates will be applied to cover staffing costs. User must sign in with the cashier.

**Collicutt Centre Fitness Studio and Track** The Fitness Studio is available to persons 18 years of age and over. Youth between the ages of 13 and 17 must complete a complimentary safety orientation. Individual must sign up for these due to limited space. Parent/legal guardian signature is required for the youth orientation.

The track is offered as a “family area” and children under the age of 13 are required to be accompanied by a person 16 years of age or older within arm’s reach unless attending a special program/dedicated youth time.

Family time is available according to schedule for 8-12yr olds to have access to the track unsupervised by a guardian or accompanying adult. Track user guidelines in effect.

**G.H. Dawe Community Centre Fitness Room** The fitness room is available to persons 18 years of age and over. Youth between the ages of 16 and 17 must complete a complimentary safety orientation. Parent/legal guardian signature is required at time of registration. No one under age 16 is permitted into the weight room.

**Recreation Centre Fitness Room** The Fitness Room is available to persons 18 years of age and over. Youth between the ages of 16 and 17 must complete a complimentary safety orientation. Parent/legal guardian signature is required at time of registration. No one under age 16 is permitted into the weight room.

**Mezzanines and Lobbies** Mezzanine and lobby areas are available for rent when sports surfaces are not in use. Spaces are rented at the established rates for a Large Meeting Room. Mezzanine and Lobby capacities can be located under section 9.1.

**Setters Place Pavilion** During competitions, football games, sport or special events, bookings of the space will be available to other groups or functions. Field booking groups will have first priority to book the space. The pavilion as well as the dressing rooms are included in the field rental only for the time of the field rental. Any bookings using the second floor gathering area will be made aware that noise and/or activity from the third floor will be likely. For exclusive use of other amenities, applicable rates would apply.

**Great Chief Park Hosting Patio** Included with Great Chief Park concession bookings.

**Servus and G.H. Dawe Centre Arena Warm Up Rooms** Included in ice bookings but can be rented separately at meeting room rates.

**Public Gathering Areas** Designated areas within City facilities may be provided for community use. Further considerations related to Public Gathering Spaces are provided under section 6.4 – Processes for Casual & Block Bookings.

### 9.6 Community Services Facility Parking Stalls

Facility	Parking Stalls	Accessible Parking Stalls	Parent/Family/ Carpool Parking Stalls	Total Parking Stalls
Recreation Centre	156	12	-	168
GH Dawe Centre	South – 214 North – 302	12	-	536
Michener Aquatic Centre	60	4	-	64
Collicutt Centre	522 Hunting Hills High School - 301 Notre Dame High School - 318	12	11	1164
Kinsmen Arena	88	3	-	91
Great Chief Park/Setters Place	203	6	-	209
Bower Ponds	153	4	-	157
Servus Arena	Main Lot -176 East Lot – 14 Skate Park - 100	9	-	2
Kinex Arena Decommissioning 2023	69	3	-	72
Intermediate School - Culture Services (paid on street and public lots available)	0	1	0	0

## 10.0 Pools

### 10.1 Michener Aquatic Centre Pool Rental Fees

<b>Michener Aquatics Centre</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Indoor Lane Pool</b>	Adult (Base)	\$141.80	\$147.45	\$153.35
	Youth	\$85.10	\$88.50	\$92.00
	Adult Community/Sporting Event/Non-Resident	\$184.35	\$191.70	\$199.35
	Youth Community/Sporting Event	\$127.60	\$132.70	\$138.00
	Commercial/Special Event	\$212.70	\$221.20	\$230.00
<b>Other Pools:</b> Dive Tank Warm Pool	Adult (Base)	\$83.25	\$86.60	\$90.05
	Youth	\$49.95	\$51.95	\$54.05
	Adult Community/Sporting Event/Non-Resident	\$108.20	\$112.55	\$117.10
	Youth Community/Sporting Event	\$74.90	\$77.90	\$81.05
	Commercial//Special Event	\$124.85	\$129.85	\$135.10
<b>Michener Pools Joint:</b> Michener all 3 Pools  Sum of all three pools	Adult (Base)	\$308.25	\$320.65	\$333.50
	Youth	\$184.95	\$192.40	\$200.10
	Adult Community/Sporting Event/Non-Resident	\$400.75	\$416.80	\$433.50
	Youth Community/Sporting Event	\$277.45	\$288.55	\$300.15
	Commercial/Special Event	\$462.40	\$480.95	\$500.20
<b>Indoor Pool:</b> * Per Lane is based on a maximum of 8 people per lane.	Adult (Base)	\$25.95	\$27.00	\$28.10
	Youth	\$15.60	\$16.20	\$16.85
	Commercial/Non Resident/Special Event	\$38.95	\$40.50	\$42.10

## 10.2 Recreation Centre Pool Rental Fees

Recreation Centre	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Indoor Lane Pool</b>	Adult (Base)	\$141.80	\$147.45	\$153.35
	Youth	\$85.10	\$88.50	\$92.00
	Adult Community/Sporting Event/Non-Resident	\$184.35	\$191.70	\$199.35
	Youth Community/Sporting Event	\$127.60	\$132.70	\$138.00
	Commercial/Special Event	\$212.70	\$221.20	\$230.00
<b>Outdoor Lane Pool</b>	Adult (Base)	\$191.45	\$199.10	\$207.05
	Youth	\$114.90	\$119.45	\$124.25
	Adult Community/Sporting Event/Non-Resident	\$248.90	\$258.85	\$269.20
	Youth Community/Sporting Event	\$172.30	\$179.20	\$186.35
	Commercial/Special Event	\$287.20	\$298.65	\$310.60
<b>Recreation Centre Pools Joint:</b>  Sum of both pools	Adult (Base)	\$333.25	\$346.60	\$360.40
	Youth	\$199.95	\$207.95	\$216.25
	Adult Community/Sporting Event/Non-Resident	\$433.25	\$450.55	\$468.55
	Youth Community/Sporting Event	\$299.95	\$311.90	\$324.35
	Commercial/Special Event	\$499.90	\$519.85	\$540.60
<b>Indoor Pool:</b> *Per Lane is based on a maximum of 8 people per lane.	Adult (Base)	\$25.95	\$27.00	\$28.10
	Youth	\$15.60	\$16.20	\$16.85
	Commercial/Non Resident/Special Event	\$38.95	\$40.50	\$42.10
<b>Outdoor Pool:</b> *Per Lane is based on a maximum of 8 people per lane.	Adult (Base)	\$35.15	\$36.55	\$38.00
	Youth	\$21.10	\$21.95	\$22.80
	Commercial/Non Resident/Special Event	\$52.70	\$54.85	\$57.00

### 10.3 Collicutt & G.H. Dawe Community Centre Pool Rental Fees

<b>G.H. Dawe Centre &amp; Collicutt Centre</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Indoor Lane Pool</b> G.H. Dawe Centre Lane pool only	Adult (Base)	\$141.80	\$147.75	\$153.35
	Youth	\$85.10	\$88.50	\$92.00
	Adult Community/Sporting Event/Non-Resident	\$184.35	\$191.70	\$199.35
	Youth Community/Sporting Event	\$127.60	\$132.70	\$138.00
	Commercial/Special Event	\$212.70	\$221.20	\$230.00
<b>Indoor Pool:</b> * Per Lane is based on a maximum of 8 people per lane.	Adult (Base)	\$25.95	\$27.00	\$28.10
	Youth	\$15.60	\$16.20	\$16.85
	Commercial/Non Resident/Special Event	\$38.95	\$40.50	\$42.10
<b>Water Parks**</b> G.H Dawe Centre Water Park Collicutt Centre Water Park	All Categories	\$310.75	\$323.20	\$336.15

\*Lane rental availability is based on the City's availability to recover the equivalent value of the total pool rental fee requirement while sharing the pool with City programs or other rental groups.

\*\*Minimum 2 hour pool rental at Collicutt Centre & G.H. Dawe Centre

## 10.4 Additional Lifeguard Staff Requirements

Unless noted otherwise - all pool rentals include one lifeguard. Additional lifeguards will be added as required according to the chart below.

\*Bathers is defined as all patrons on the deck and in the water. Those watching from a spectator area are not included. Every facility is different and should develop their own ratios based on the facility amenities and patron demographics. The lifeguard to bather ratio is determined by type of activity.( i.e.) lane swim, public swim, group rentals  
(Lifesaving Society Alberta and Northwest Territories Branch, Safety and Supervision Toolkit – RISK MANAGEMENT)

Facility	Patrons	Add'l Staff Req'd	01-Sep-22	01-Sep-23	01-Sep-24
<b>Recreation Centre Indoor</b> (Max 180) <b>Dawe Centre Lane Pool</b> (Max 125) <b>Michener Centre Lane Pool</b> (Max 175)	1 - 50	0	\$0.00	\$0.00	\$0.00
	51 - 99	1	\$50.15	\$52.15	\$54.25
	100 - 145	2	\$100.30	\$104.30	\$108.45
	146 - 180	3	\$150.45	\$156.45	\$162.70
<b>Recreation Centre Outdoor</b> (Max 490) <b>Collicutt Centre Water Park</b> (Max 350) <b>G.H. Dawe Centre Water Park</b> (Max 280) * Two lifeguards included with initial rental	1 - 40	0	\$0.00	\$0.00	\$0.00
	41 - 90	1	\$50.15	\$52.15	\$54.25
	91 - 150	2	\$100.30	\$104.30	\$108.45
	151 - 300	3	\$150.45	\$156.45	\$162.70
	301 - 400	4	\$200.60	\$208.60	\$216.95
	401 - 490	5	\$250.75	\$260.80	\$271.20
<b>Michener Centre Dive Tank</b> (Max 25) <b>Michener Warm Pool</b> (Max 45)	1 - 50	0	\$0.00	\$0.00	\$0.00

Special Events/Swim Meets	Patrons	Add'l Staff Req'd	01-Sep-22	01-Sep-23	01-Sep-24
<b>Recreation Centre</b> <b>Michener Aquatic Centre</b> Due to reduced risk with a minimal number of swimmers out of the total bather load, ratios have been reduced for special events/swim meets	1 - 150	0	\$0.00	\$0.00	\$0.00
	151 - 275	1	\$50.15	\$52.15	\$54.25
	276 - 400	2	\$100.30	\$104.30	\$108.45
	401 - 550	3	\$150.45	\$156.45	\$162.70
	551 - 700	4	\$200.60	\$208.60	\$216.95
	701 - 1000	5	\$250.75	\$260.80	\$271.20

Recreation Centre Joint Pool rentals: defer to Recreation Centre Outdoor pool for total required lifeguards per booking.



## 10.5 Pool Booking Considerations

- Rentals to groups consisting of children under the age of 8 require the supervision of a person who is at least 16 years old in the water to every 3 children
- If necessary and pre-arranged, additional lifeguards will be provided at cost.
- Rentals of the Collicutt Centre and G.H. Dawe Community Centre Water Parks are allowed only after normal operating hours of that facility. Minimum 2 hour booking. All other usage will be on a drop in basis (some fee reductions for groups apply)
- The pool supervisor has the right to allow or revoke access to any part of the pool or the pool in its entirety should there be any safety concerns regarding the patron's use of the facility.
- For information on block booking and casual booking processes see section 6.4 on page 25.

## 10.6 Pool Block Booking Deadlines

Season	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Fall/Winter	Sept 1 – Apr 30	Recreation & Michener Aquatic Centres	February	March
Spring/Summer	May 1 – Aug 31	Recreation & Michener Aquatic Centres	October	November
School Year End Parties	Last 2 Weeks of June	Recreation & Michener Aquatic Centres	October	November

## 11.0 Community Sport Fields & Diamonds

### 11.1 Community Sport Fields & Ball Diamond Classifications

Currently, The City of Red Deer classifies all sport fields by size and level of service. The charts below outline the definition of each classification and the criteria by which ball diamonds and rectangle fields are determined.

<b>BALL FIELD CLASSIFICATION</b>	<b>DESCRIPTION</b>
Performance Ball Fields	<ul style="list-style-type: none"> <li>• Outfield Distance may vary based on type of diamond</li> <li>• Shale infield/baselines</li> <li>• Maintained a minimum of daily</li> <li>• Staffed, Supervised</li> <li>• Lined</li> <li>• Dugouts</li> <li>• Bleachers</li> <li>• Additional amenities available (washrooms, change rooms, concession, etc.)</li> </ul>
Class A Baseball - Shale Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 320' or greater</li> <li>• Maintained regularly</li> <li>• No obstacles</li> <li>• Not located in detention ponds</li> </ul>
Class B Baseball - Shale Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 200' to 274'</li> <li>• Maintained regularly</li> </ul>
Class A Softball/Slo-pitch - Shale Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 275' to 319'</li> <li>• Maintained regularly</li> <li>• No obstacles</li> <li>• Not located in detention ponds</li> </ul>
Class B Softball/Slo-pitch - Shale Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 200' to 274'</li> <li>• Maintained regularly</li> </ul>
Class C Softball/Slo-pitch - Shale Infield	<ul style="list-style-type: none"> <li>• Outfield distance of less than 200'</li> <li>• Maintained regularly</li> </ul>
Class A Softball/Slo-pitch - Turf Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 275' to 319'</li> <li>• Maintained regularly</li> </ul>
Class B Softball/Slo-pitch - Turf Infield	<ul style="list-style-type: none"> <li>• Outfield distance of 200' to 274'</li> <li>• Maintained regularly</li> </ul>
Class C Softball/Slo-pitch - Turf Infield	<ul style="list-style-type: none"> <li>• Outfield distance of less than 200'</li> <li>• Maintained regularly</li> </ul>
Class D Leisure - Turf Infield - NOT BOOKED	<ul style="list-style-type: none"> <li>• Restricted outfield</li> </ul>

RECTANGLE FIELD CLASSIFICATION	DESCRIPTION
Synthetic Turf Field	<ul style="list-style-type: none"> <li>• Maintained at high standard</li> <li>• Staffed, Supervised</li> <li>• Lined</li> <li>• Bleachers</li> <li>• Barrier free indoor viewing area</li> <li>• Lights</li> <li>• Score clock</li> <li>• PA System</li> <li>• Additional amenities available (washrooms, change rooms, concession, etc.)</li> </ul>
Performance Rectangle Fields	<ul style="list-style-type: none"> <li>• Maintained at high standard</li> <li>• Increased turf maintenance</li> <li>• may include irrigation</li> <li>• Staffed, Supervised</li> <li>• Lined</li> <li>• Bleachers</li> <li>• Additional amenities available (washrooms, change rooms, concession, etc.)</li> </ul>
Class A Soccer / Football	<ul style="list-style-type: none"> <li>• Minimum 65 yd. x 110 yd.</li> <li>• + 20 yd. end zone (10 each end)</li> <li>• Combination goal posts</li> <li>• Maintained regularly</li> <li>• Lined</li> <li>• Not located in detention pond</li> </ul>
Class A Soccer	<ul style="list-style-type: none"> <li>• Minimum 100 yd. length</li> <li>• Soccer goal posts only (no uprights)</li> <li>• Maintained regularly</li> <li>• Lined</li> <li>• Not located in detention pond</li> </ul>
Class B Soccer / Football	<ul style="list-style-type: none"> <li>• Minimum 55 yd. x 90 yd.</li> <li>• + 10 yd. end zone</li> <li>• Combination goal posts</li> <li>• Maintained regularly</li> </ul>
Class B Soccer	<ul style="list-style-type: none"> <li>• Minimum 55 yd. x 90 yd.</li> <li>• Combination goal posts</li> <li>• Maintained regularly</li> </ul>
Class C Soccer / Football	<ul style="list-style-type: none"> <li>• Minimum 35 yd. x 75 yd.</li> <li>• 5 yd. end zone</li> <li>• Combination goal posts</li> <li>• Maintained regularly</li> </ul>
Class C Soccer	<ul style="list-style-type: none"> <li>• Minimum 35 yd. x 75 yd.</li> <li>• Goal posts</li> <li>• Maintained regularly</li> </ul>

## 11.2 Community Sport Fields & Ball Diamond Rental Fees

Community Sport Fields	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Class 'A' Diamonds &amp; Sport Fields:</b> per hour 1.5 hour minimum	Adult (Base)	\$24.55	\$25.55	\$26.55
	Youth	\$14.75	\$15.30	\$15.95
	Adult Community/Sporting Event/Non-Resident	\$31.95	\$33.20	\$34.55
	Youth Community/Sporting Event	\$22.10	\$23.00	\$23.90
	Commercial/Special Event	\$36.85	\$38.30	\$39.85
<b>Class 'A' Diamonds &amp; Sport Fields:</b> per day*	Adult (Base)	\$196.50	\$204.25	\$212.60
	Youth	\$117.90	\$122.55	\$127.55
	Adult Community/Sporting Event/Non-Resident	\$255.45	\$265.55	\$276.35
	Youth Community/Sporting Event	\$176.85	\$183.85	\$191.30
	Commercial/Special Event	\$294.75	\$306.40	\$318.85
<b>Class 'B' Diamonds &amp; Sport Fields:</b> per hour 1.5 hour minimum	Adult (Base)	\$18.40	\$19.15	\$19.90
	Youth	\$11.05	\$11.50	\$11.95
	Adult Community/Sporting Event/Non-Resident	\$23.95	\$24.90	\$25.90
	Youth Community/Sporting Event	\$16.60	\$17.20	\$17.90
	Commercial/Special Event	\$27.65	\$28.70	\$29.85
<b>Class 'B' Diamonds &amp; Sport Fields:</b> per day	Adult (Base)	\$147.40	\$153.10	\$159.35
	Youth	\$88.45	\$91.85	\$95.60
	Adult Community/Sporting Event/Non-Resident	\$191.60	\$199.00	\$207.15
	Youth Community/Sporting Event	\$132.65	\$137.80	\$143.40
	Commercial/Special Event	\$221.10	\$229.65	\$239.00

\*Day rates are based on the hourly rate multiplied by 8. Maximum of 12 hours

## 11.3 Extra Fees

Facility Rental - Extra Fees	01-Sep-22	01-Sep-23	01-Sep-24
Per Participant field use	\$5.75	\$6.00	\$6.25
Sport field Initial Lining (Basic)	\$438.80	\$456.35	\$474.60
Additional Linings Basic (bi-weekly)	\$336.95	\$350.45	\$364.45
Initial Lining (Every 5 yds)	\$2,426.00	\$2,523.05	\$2,623.95
Additional Linings (Every 5 yds)	\$1,629.90	\$1,695.10	\$1,762.90

## 11.4 Community Sport Fields Booking Considerations

- Community sport fields and Great Chief Park fields are booked through block or casual bookings (section 6.4 on page 24).
- Community sport fields are only available for bookings after 6:00 PM weeknights and on weekends and statutory holidays.
- Community sport fields adjacent to High Schools are not available for bookings from 5:00 AM to 6:00 PM on school days, the school has exclusive use.
- Community sport fields adjacent to Middle Schools and Elementary Schools are not available for bookings from 5:00 AM to 5:00 PM on school days, the school has exclusive use.
- Users using fields that are eligible to be booked and rented for use, without a rental permit may be subject to rental charges.
- Users using fields and causing damage to the fields, prior to the official season start may be responsible for damages.
- A Sport Season is defined as a 12 week period of regular season play, grouped by Spring/Summer and Summer/Fall season, traditional to each particular sport.
- Sport fields will be closed only in extenuating circumstances or when extreme weather presents a safety concern. Sport fields closures due to inclement weather will be determined by staff. Facility Bookings will be notified of any inclement weather/field closures and permit holders will automatically receive a credit for identified inclement weather closures.
- Sports Fields and Class “A” & “B” require an hour and a half booking.
- Day rates are based on the hourly rate multiplied by 8. Maximum of 12 hours.

Sport Season	Typical Usage Dates	Sports
Spring/Summer	May 1 – July 15 (approximately)	Soccer / Football Fields – Soccer, Rugby, Football and Field Hockey Cricket / Soccer Fields – Cricket and Soccer Ball Diamonds – Softball, Baseball and Slo Pitch
Summer/Fall	July 15 – November (approximately)	Football Fields – Football and Field Lacrosse Cricket / Soccer Fields – Cricket, Soccer & Field Lacrosse Ball Diamonds – Softball, Baseball, Slo Pitch

### Community Sport Fields

- Requests for additional field lining, outside of regular field lining service, will be assessed fees.
- Invoicing for these additional lining services is the responsibility of the Facility Pass and Bookings Specialist.
- Outside of exclusive use agreements, booking of Class C Sport Fields by local youth groups are subject to a per participant fee. Information on this fee is outlined at the end of this section.
- Community fields are lined for specific activities based on sport seasons / bookings at the discretion of the Facility Pass & Bookings Specialist.

## 11.5 Formulas for Calculating Community Diamonds / Sport Fields Fees

Category	Base Rate Formula	Fee Example
Community Diamonds / Sport Fields	Base	\$17.10
Great Chief Park (performance field)	230%	\$39.35

## 11.6 Community Sport Fields & Ball Diamonds Block Booking Deadlines

Program	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Spring / Summer / Fall	May – Oct	Community Diamonds & Sport Fields	October	November

## 11.7 Per Participant Field Use – Community Diamonds & Sport Fields

A seasonal fee is charged to residential, non-profit sport groups for each of their youth participants for use of Class C fields. Class A and Class B fields are not included or covered by the Per Participant Fee. The Per Participant Fee includes regular maintenance and lining of the requested fields. Fees collected represent a 12 week season for that sport, any additional use or services (i.e. field lining, etc.) outside of that period will not be included and additional fees may result. Refer to 15.2 Parks Section Extra Fees for Per Participant Fee Rates.

- Football – Third week of August to first week of November each year.
- Soccer – First week of May to third week of July each year.
- Ball – First week of May to third week of July each year.

## 12.0 Great Chief Park

### 12.1 Great Chief Park Rental Fees

Great Chief Park	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Ball Diamonds</b> 2 hour minimum	Adult (Base)	\$62.10	\$64.60	\$67.20
	Youth	\$37.25	\$38.75	\$40.30
	Adult Community/Sporting Event/Non-Resident	\$80.70	\$83.95	\$87.35
	Youth Community/Sporting Event	\$55.85	\$58.15	\$60.45
	Commercial/Special Event	\$93.10	\$96.90	\$100.80
<b>Ball Diamonds</b> per day*	Adult (Base)	\$496.65	\$516.65	\$537.45
	Youth	\$298.00	\$310.00	\$322.50
	Adult Community/Sporting Event/Non-Resident	\$645.65	\$671.65	\$698.70
	Youth Community/Sporting Event	\$447.00	\$465.00	\$483.70
	Commercial/Special Event	\$745.00	\$775.00	\$806.20
Great Chief Park	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Concession</b> (includes Hosting Patio)	Per Game	\$25.40	\$26.40	\$27.45
	Per Day	\$77.44	\$80.55	\$83.75
<b>GCP Dressing Room</b> per hour	Resident	\$37.40	\$38.90	\$40.45
	Commercial/Non Resident/Special Event	\$56.10	\$58.35	\$60.70
<b>Lighting</b> (min 1hr)	Ball diamond	\$84.95	\$88.35	\$91.90

\*Day rates are based on the hourly rate multiplied by 8. Maximum of 12 hours.

### 12.2 Setters Place at Great Chief Park

Setters Place at Great Chief Park	Category	01-May-22	01-May-23	01-May-24
<b>Synthetic Turf Sport Field</b> (per hour) 2 hour minimum *Includes: Media/timekeeper area, lighting and snow removal during regular season.	Adult (Base)	\$106.25	\$153.35	\$191.70
	Youth	\$63.75	\$92.00	\$115.00
	Adult Community/Sporting Event/Non-Resident	\$138.15	\$199.35	\$249.20
	Youth Community/Sporting Event	\$95.65	\$138.00	\$172.55
	Commercial/Special Event	\$159.40	\$230.00	\$287.55

<b>Setters Place at Great Chief Park</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<b>Concession</b> (includes BBQ)	Per Game	\$25.40	\$26.40	\$27.45
	Per Day	\$77.44	\$80.55	\$83.75
<b>Dressing Room</b> per hour	Resident	\$37.40	\$38.90	\$40.45
	Commercial/Non Resident/Special Event	\$56.10	\$58.35	\$60.70

<b>Exclusive Day Rates</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
<i>Per Day – Setters Place at Great Chief Park*</i>	Based on facility – see definition in section 6.0	\$2,100.00	\$2,184.00	\$2,271.35

\*Upper Lobby, Dressing Rooms, Concession, BBQ and Media Booth included

### 12.3 Great Chief Park Booking Considerations

<b>Facility</b>	<b>Bleacher Seating</b>	<b>Mezzanine/ Lobby*</b>	<b>Size of playing surface: Square Meters/(Square Feet)</b>
Great Chief Park Baseball 1	547	NA	Regulation Field
Great Chief Park Baseball 2	273	NA	Regulation Field
Great Chief Park Fastball 1	273	NA	Regulation Field
Great Chief Park Fastball 2	213	NA	Regulation Field
Great Chief Park Hosting Patio	NA	40	
Setters Place Sports Field*	1052	90	12,027 (12,9457) 233' x 605' Total Turf Area 209' x 328' Soccer 195' x 450' CFL Football

\*Non-fixed seating

- Day rates are based on the hourly rate multiplied by 8. Maximum of 12 hours.
- The Pitch and Putt golf is by donation only. No booking required as it is used on a first come first served basis.
- User groups may rent the concession / BBQ, providing these services and retaining any related revenue. Renter must remove their equipment and inventory after each rental period. The City is not responsible for lost or stolen equipment.
- Bookings will proceed rain or shine and sport fields will be closed only in exceptional circumstances or when extreme weather presents a safety concern. Sport field closures due to inclement weather will be determined by Great Chief Park staff. Facility Bookings will be notified of any inclement



weather/field closures and permit holders will automatically receive a credit for identified inclement weather closures.

- For information on block booking and casual booking processes see section 6.4.
- Please reference section 2.7 regarding additional special event fees.
- The City of Red Deer reserves the right to limit any field booking that may result in damage to the sport surface or create user risk.
- Baseball Diamond lighting is charged at 15 minutes increments with a 1 hour booking minimum.
- Snow removal for oval and synthetic turf field will be provided based on booking requirements and weather conditions.
- A damage deposit may be required.

### 12.4 Great Chief Park Block Booking Deadlines

Program	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Ball Diamonds/Sport Fields	May - Oct	Great Chief Park	January	February

## 13.0 Outdoor Amenities

### 13.1 Outdoor Amenity Rental Fees

Outdoor Amenities	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Picnic Shelter</b> 2 hour minimum and requires 2 hour time blocks	Resident	\$20.70	\$21.55	\$22.40
<b>Picnic Equipment</b>	Picnic Pak (per day)	\$41.10	\$42.75	\$44.45
	Tug of War Rope (per day)	\$27.40	\$28.50	\$29.65
	BBQ (per hour)***	\$22.95	\$23.85	\$24.80
	BBQ (per day)***	\$183.55	\$190.95	\$198.45
<b>Rotary Recreation Park South</b>	All - per day****	\$266.00	\$276.65	\$287.70
<b>Gary W Harris Celebration Plaza****</b>	All – per day	NA	NA	NA
<b>Canada 150 Plaza (Capstone)</b>	All – per day	NA	NA	NA
<b>Weddings and Green Space Rental</b> (per booking)	All - per booking (six hours)	\$188.05	\$195.55	\$203.35

<b>Bower Ponds Pavilion – Contact Bower Ponds Operator for booking 403- 318-6298</b>	Resident	\$37.40	\$38.90	\$40.45
	Commercial/Non Resident/Special Event	\$56.10	\$58.35	\$60.70
<b>Bower Ponds Stage</b>	Adult	\$46.80	\$48.65	\$50.60
	Youth	\$28.10	\$29.20	\$30.35
	Special Event	\$70.20	\$73.00	\$75.90
	Adult Day Rate**	\$187.20	\$194.70	\$202.40
	Youth Day Rate**	\$112.35	\$116.80	\$121.45
	Special Event Day Rate**	\$280.80	\$292.05	\$303.60
	Commercial / Non Resident**	\$280.80	\$292.05	\$303.60

\* Special event rate is for not-for-profits with audiences over 300 people, under 300 people is charged Adult or Youth rate.

\*\* The Bower Ponds Stage can only be booked for Commercial and Non Residents a minimum of four hours.

\*\*\*Refer to BBQ Trailer Use under Recreation, Parks & Culture Department Procedure 3137-DP

\*\*\*\* Community Services will not establish a fee for the rental of the Plaza (consistent with operations of City Hall Park). However, staff charges for additional operational support (i.e. clean up, snow removal, litter removal, repairs, etc.) will be applied for the use of the space. A \$1,000 damage deposit will be required in advance of bookings. Any additional charges for site clean up or damages would be deducted from the deposit prior to refund.

\*\*\*\*\*Power and water may be available. Site meeting with Recreation Facilities staff will be required.

## **13.2 Outdoor Amenities Booking Considerations**

### **Neighbourhood Activity Centres**

The City of Red Deer with the assistance of community associations & other groups has constructed these buildings. They are considered to be a basic service and are currently operated and maintained by community organizations. Currently booking fees for use of community centres shall be directed to the appropriate organization; fees may vary from centre to centre.

### **Heritage Ranch**

Heritage Ranch Lower Shelter is not accessible by car and requires a 15 to 20 minute walk from the parking lot. The Equestrian Operator may provide transportation via sleigh or carriage ride for a fee if booked in advance. The City of Red Deer has contracted the operation of the Heritage Ranch Equestrian Centre to a private operator.

### **Picnic Shelters**

These facilities have a 2 hour booking minimum. Picnic Shelters accommodate 20 people each utilizing surrounding benches. Public gatherings are not permitted between 11PM and 7AM.

#### ***McKenzie Trails Picnic Shelter***

Pit toilets are available year-round. There is no electricity. Fire pit next to the shelter.

#### ***Kiwanis Picnic Shelter***

Washrooms are available from May to October. Water is available in the washrooms. Drinking fountain on exterior of washroom building. Fire pit next to the shelter.

#### ***Rotary Park Picnic Shelter***

Washrooms are available from May to October. Well water suitable to drink. Fire pit in centre of shelter. Playground is wheelchair accessible.

#### ***Recreation Centre Picnic Site***

Washrooms are available in the Red Deer Tennis Club Building May to October. There is no water or electricity.

#### ***Great Chief Park Hosting Patio***

Washrooms are available in the Great Chief Park Concession building May to October. Great Chief Park Concession may also be rented in conjunction with Hosting Patio (Refer to Section 12.1) Electricity may be requested. Bookings of Baseball #1 may take place while Hosting Patio is booked by another user group.

### **Weddings Bookings**

- Booking season May-October
- Booking is for green space only
- Six hour rental time is for set-up/take-down (i.e. chairs, archway), guest arrival, ceremony, photographs, and clean-up
- Park will still be open to the public during rental
- Bookings are for wedding ceremony only. No receptions or alcohol permitted in city parks.

- **Rice, confetti or bird seed is not permitted**
- Music volume must comply with The City of Red Deer noise bylaw
- One booking per park per day

**Barrett Park:** Max 300 guests

**Coronation Park:** Max 200 guests

**Heritage Square:** Max 40 guests

### **13.3 Bower Ponds Pavilion Booking Considerations**

*Pavilion Area and Capacities:*

131.22 m<sup>2</sup> (1412 ft<sup>2</sup>); 150 persons maximum with non-fixed tables and chairs

119.97 m<sup>2</sup> (1291 ft<sup>2</sup>); 80 persons maximum for social events.

Rental of Bower Ponds Pavilion (not stage) is booked directly through contractor at 403-318-6298.

### **13.4 Bower Ponds Stage Booking Considerations**

Please see The Bower Ponds Stage User Guide for specific detailed information

#### **Bower Ponds Stage General Booking Information**

- All Bower Ponds Stage bookings must be received at least 14 days prior to the event.
- Events anticipating less than 300 attendees with minimal site impact may book the stage with through the Facility Pass and Bookings Specialist by calling 403-309-8411. Events with more than 300 attendees and/or those with significant site impact, such as concessions and vendors and other activities will be required to obtain a Special Event Permit. The Special Event Permit application can be obtained through Inspections and Licensing Department, 3<sup>rd</sup> Floor City Hall.
- The rental includes the services of one staff. Depending on the complexity of the event and the anticipated audience, additional staff may be required and charged as per the User Guidelines and Fees.
- The Facility Pass and Booking Specialist will determine the number of staff required to accommodate your event's needs to ensure safety and security.
- Rental fees are charged from the time the performance occurs and does not include set up, take down or rehearsal time, but may be charged if staffing is deemed necessary.
- Groups are responsible and will be charged for any damages and/or clean-up to the stage, amenity, or turf around the stage.
- Organizations renting facility space through The City are required to obtain and provide to The City a copy of general liability insurance of not less than \$5 million per occurrence and such insurance shall include The City as an additional insured. This insurance must not have a participant's exclusion.
- One pre-event site meeting is included in your amenity rental fee. The Bower Ponds Stage has limited storage space; storage requests will be considered only during performance times.

- Pre-event clean up (i.e. animal droppings) is the responsibility of the rental group.
- Technical rider must be provided one week (7 days) prior to event.
- Excessive noise and vibration must be considered due to the public park setting of the amenity.
- All printed materials to be distributed or displayed may be subject to prior approval. Any materials, displays or speeches that have been deemed unsatisfactory by the City Solicitor are prohibited.
- All signage must be free standing.
- If a Special Event Permit is not required, rental charges do not apply for local, not-for-profit groups booking the Bower Ponds Stage Monday – Thursday.
- Additional staffing charges for clean-up, dance floor install/take down or large events may be assessed in addition to rental rates.
- Community Services will not allow the use of the facility that:
  - Imposes or implies conditions that would limit or appear to limit, the ability of The City to carry out its functions fully or impartially.
  - Results in The City relinquishing its right to manage and control the facility and services
  - Requires or implies The City’s endorsement of a company, commercial product(s) and/or service(s).
  - Results in political advertising from any level of government or individual.
  - Is inconsistent with equal participation, rights and accessibility for all groups in the community.
  - Provides personal benefits to Council, City employees, contractual staff/services and/or family/friends.
  - Allows the marketing of, or have any relationship with, including but not limited to: alcohol, tobacco products, pornography, weapons, stereotyping or denigration of individuals or group.
  - Is inconsistent with equal participation, rights and accessibility for all groups in the community

### **Washrooms**

Washrooms are available at the Bower Ponds Pavilion from 9:00 AM to 9:00 PM. For more information, please contact the Pavilion directly at 403-318-6298. Provisions for portable washrooms should be made for large events at the cost of the rental group.

### **Bower Ponds Stage Concession & Vending Guidelines for Public & Private Events**

All food and beverage service must be provided by the Bower Ponds Pavilion food service provider unless said provider permits otherwise. If permitted, vendors may be brought in to provide concession services on the site once permission is granted in writing by The City.

Food service provision must follow all applicable City of Red Deer and Province of Alberta policies, bylaws, and legislation.

**Damage Deposit**

A damage deposit may be required.

**Services included in Bower Ponds Stage Rental Fees:**

Facility staff available.

Vehicle access to the Bower Ponds Stage.

Liaison with other City of Red Deer departments.

Power on site.

**Services NOT INCLUDED in Bower Ponds Stage Rental Fees:**

Volunteer services (i.e. security, cashiers, ushers, gate crew)

Production Services (i.e. sound and lighting needs).

Special Event Permit (if required)

**14.0 Woody's Athletic Park****14.1 Woody's Athletic Park Rental Fees**

Track	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Track</b>	Adult	\$57.00	\$59.30	\$61.65
	Youth	\$34.20	\$35.55	\$37.00
	Adult Community/Sporting Event/Non-Resident	\$74.10	\$77.05	\$80.15
	Youth Community/Sporting Event	\$51.30	\$53.35	\$55.50
	Commercial/Special Event	\$85.50	\$88.90	\$92.50
Track	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Track-Per Lane*</b>	Adult	\$8.55	\$8.90	\$9.25
	Youth	\$5.15	\$5.35	\$5.55
	Commercial/Non-Resident/Special Event	\$12.85	\$13.35	\$13.90
Track	Category	01-Sep-22	01-Sep-23	01-Sep-24
<b>Track – Day Rate</b>	Adult	\$456.00	\$474.25	\$493.40
	Youth	\$273.60	\$284.55	\$296.05
	Adult Community/Sporting Event/Non-Resident	\$592.80	\$616.50	\$641.40
	Youth Community/Sporting Event	\$410.40	\$426.80	\$444.05
	Commercial/Special Event	\$684.00	\$711.35	\$740.05

\*Minimum 2 lane rental.

Equipment - Extra Fees	01-Sep-22	01-Sep-23	01-Sep-24
Track Gill Starting Blocks	\$5.05	\$5.25	\$5.45
Track Hurdles	\$1.35	\$1.40	\$1.45

Track Small Mat	\$22.35	\$23.25	\$24.20
Track Large Mat	\$36.05	\$37.50	\$39.00

### 14.2 Woody's Athletic Park Booking Considerations

Woody's Athletic Park is only available for bookings after 6:00 PM weeknights and on weekends. The Sport Field is not available during times when the Track is booked.

The Woody's Athletic Park amenities include:

- 400 m x 8 lanes, rubberized surface running track
- 2 regulation sized long jump/triple jump rubberized tracks with adjustable jump-off board distances and sand
- 1 regulation javelin field, with rubberized take off/throwing runway
- 1 regulation discuss field
- 1 regulation high jump area, with rubberized take off runways from left and right sides of the mat
- 1 regulation pole vault area, with rubberized runway and pole-plant area
- Bleachers for 100 people

The Track has equipment rentals for on – site use, including\*:

- 2.4x1.5m (8'x5') landing mats
- 3.65x1.8m (12'x 6') landing mat
- Gill Starting blocks
- Hurdles
- Steeple chase hurdles available

*\*Please refer to section 15.1 pg.71 Rental Extra Fees for pricing.*

*\*\*Out of season lining requests will be charged at applicable staffing rates*

Change/Washroom facilities are not included in rental rates.

### 14.3 Woody's Athletic Park Booking Deadlines

Season	Typical Usage Dates	Facility	Registration Opens	Registration Closes
Spring/Summer/Fall	May 1 – Oct 31	Woody's Athletic Park	October	November

## 15.0 Rental Extra Fees

### 15.1 Recreation and Culture Section Extra Fees

Facility Rental - Extra Fees	01-Sep-22	01-Sep-23	01-Sep-24
Administration Fee (per each subsequent change)	\$1.05	\$1.10	\$1.15
Aquatic Specialty Equipment Rental	\$10.00	\$10.40	\$10.80
Bower Ponds Stage Dance Floor (City Install)	\$565.30	\$587.90	\$611.40
Bower Ponds Stage Dance Floor (Self Install)	\$66.50	\$69.15	\$71.90
Collicutt Centre Bleachers - per set*	\$40.10	\$41.50	\$43.15
Collicutt Centre Portable PA System (per booking)	\$133.00	\$138.30	\$143.85
Collicutt Centre Turf Removal and Re-install	\$7,457.85	\$7,756.15	\$8,066.40
Collicutt Centre West Board Removal and Re-install	\$401.55	\$417.60	\$417.60
Servus Arena Board Removal for Stair Install	\$401.55	\$417.60	\$417.60
Logo Removal and Install	\$1,458.10	\$1,516.40	\$1,577.05
Netting Removal and Re-install – Full**	\$3,150.00	\$3,276.00	\$3,407.05
Netting Removal and Re-install – Partial**	\$2,520.00	\$2,620.80	\$2,725.65
Homosote Floor Install and Removal**	\$1,727.40	\$1,796.50	\$1,868.35
Great Chief Park Lighting	\$84.95	\$88.35	\$91.90
Single Dressing Room Rate – Resident	\$37.40	\$38.90	\$40.45
Single Dressing Room Rate – Commercial	\$56.10	\$58.35	\$60.70

\*Bleacher Set are 15 ft. wide and fit 20-25 people per bleacher.

\*\*Subject to rental equipment increases.

Staff - Extra Fees	01-Sep-22	01-Sep-23	01-Sep-24
Commissionaire	\$31.90	\$33.20	\$34.55
Facility Staff Fee*	\$50.15	\$52.15	\$54.25
Facility STAT Staff Fee per hour**	\$100.30	\$104.30	\$108.45

\*The staffing fee is based on the CUPE rate for a full time, permanent, Parks Labourer 2 on that date plus benefits

\*\*The staffing fee for STAT is based on the rounded regular staffing fee multiplied by 2 for double time. Facility Pass & Booking Specialists have the authority to use their discretion when applying STAT staffing costs so that the customer is only charged for the time staff is required. Standard facility hours for STAT holidays are 12-5pm unless otherwise noted: New Years Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth & Remembrance, Thanksgiving Monday, Remembrance Day (1-6pm), Christmas Eve (closed at 3pm), Christmas Day (closed), Boxing Day and New Years Eve (closed at 3pm). STAT Staff Fees will not be applied to Easter Sunday even though facilities may run on STAT hours of operation.



<b>Variable Fees</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Misc. Equipment	Variable		
Facility Repairs and/or damages***	Variable		

\*\*\*Vandalism/Custodial will incur a minimum \$100.00 fee in addition to any related staffing and repair costs in order to clean and/or repair the damage.

## **15.2 Facility Lease Rates**

<b>Facility Lease Rates (Per Square Foot)</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Commercial Store Front	\$26.00	\$27.05	\$28.15
Not-for-Profit Office Space	\$18.30	\$19.05	\$19.80
General Storage space *	\$1.85	\$1.90	\$2.00

\*as per the Establishing Facility Rental Rates RPC3210-DP

## Section 4 – Cemetery Services

### 16.0 Cemetery Fees

Cemetery Lot Type	Size/Type	Category	01-Sep-22	01-Sep-23	01-Sep-24
Lot, Adult	4x9 4x10 4x12	Resident	\$1,005.00	\$1,045.00	\$1,085.00
		Perpetual Care	\$620.00	\$645.00	\$670.00
		Non-Resident	\$1,310.00	\$1,360.00	\$1,415.00
Lot, Adult Veteran	4x9 4x10 4x12	Resident	\$502.50	\$525.00	\$545.00
		Perpetual Care	\$620.00	\$645.00	\$670.00
Lot, Adult Social Services	4x9 4x10 4x12	Resident	\$502.50	\$525.00	\$545.00
		Perpetual Care	\$310.00	\$320.00	\$335.00
Lot, Cremation Upright	3x4	Resident	\$815.00	\$850.00	\$885.00
		Perpetual Care	\$285.00	\$295.00	\$305.00
		Non-Resident	\$1,065.00	\$1,110.00	\$1,155.00
Lot, Cremation Flat	2x2	Resident	\$420.00	\$435.00	\$450.00
		Perpetual Care	\$240.00	\$250.00	\$260.00
		Non-Resident	\$585.00	\$610.00	\$635.00
Lot, Cremation Flat - Veteran	2x2	Resident	\$210.00	\$220.00	\$230.00
		Perpetual Care	\$240.00	\$250.00	\$260.00
Lot, Cremation Flat - Social Services	2x2	Resident	\$425.00	\$440.00	\$460.00
		Perpetual Care	\$240.00	\$250.00	\$260.00
Lot, Youth (1-5yrs) & Infant (up to 1 yr)	4x6 3x5	Resident	\$495.00	\$515.00	\$535.00
		Perpetual Care	\$290.00	\$300.00	\$310.00
		Non-Resident	\$640.00	\$665.00	\$690.00
Lot, Youth (1-5yrs) & Infant (up to 1 yr) – Hospital Burials	4x6 3x5	Resident	\$495.00	\$515.00	\$535.00
		Perpetual Care	\$290.00	\$300.00	\$310.00
Lot, Youth (1-5yrs) & Infant (up to 1 yr) – Social Services	4x6 3x5	Resident	\$250.00	\$260.00	\$270.00
		Perpetual Care	\$145.00	\$150.00	\$155.00
Lot, Columbarium Niche	12"x12"x16"	Resident (Row 1&2)	\$1,970.00	\$2,050.00	\$2,130.00
		Non-Resident (Row 1&2)	\$2,285.00	\$2,375.00	\$2,470.00
		Resident (Row 3&4)	\$1,190.00	\$1,240.00	\$1,290.00
		Non-Resident (Row 3&4)	\$1,505.00	\$1,565.00	\$1,630.00
		Perpetual Care	\$620.00	\$645.00	\$670.00
Lot Transfer/Refund Fee		All	\$55.00	\$57.20	\$60.00

<b>Liners</b>	<b>Size/Type</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Liner, Adult Standard Concrete		All	\$945.00	\$985.00	\$1,025.00
Liner, Polypropylene		All	\$730.00	\$760.00	\$790.00
Liner, Youth/Infant		All	\$655.00	\$680.00	\$705.00
Shoring Installation		All	\$180.00	\$185.00	\$190.00
<b>Burials (May 1 – Oct 31)</b>	<b>Size/Type</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Burial, Adult		All	\$785.00	\$815.00	\$850.00
Burial, Double Depth (1st burial)		All	\$520.00	\$540.00	\$560.00
Burial, Second Interment		All	\$150.00	\$155.00	\$160.00
Burial, Cremation - earth		All	\$330.00	\$345.00	\$360.00
Burial, Columbarium Niche		All	\$130.00	\$135.00	\$140.00
Burial, Youth/Infant		All	\$365.00	\$380.00	\$395.00
Burial, Scattering Ground Fee		All	\$100.00	\$105.00	\$110.00
Hourly Overtime (includes 2 staff)		All	\$260.00	\$270.00	\$280.00
Overtime – Saturdays (no Sun or Holiday services offered)		All	\$520.00	\$540.00	\$560.00
<b>Winter Burials (Nov 1 – Apr 30)</b>	<b>Size/Type</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Winter Burial, Adult		All	\$955.00	\$995.00	\$1,035.00
Winter Burial, Cremation - earth		All	\$400.00	\$415.00	\$430.00
Winter Burial, Youth/Infant/Hospital		All	\$445.00	\$465.00	\$485.00
<b>Disinterment</b>	<b>Size/Type</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Disinter, Adult		All	\$1,175.00	\$1,220.00	\$1,270.00
Disinter, Youth/Infant		All	\$785.00	\$815.00	\$850.00
Disinter, Cremation Earth		All	\$390.00	\$405.00	\$420.00
Disinter, Niche			\$130.00	\$135.00	\$140.00
<b>Memorials</b>	<b>Size/Type</b>	<b>Category</b>	<b>01-Sep-22</b>	<b>01-Sep-23</b>	<b>01-Sep-24</b>
Permit Fee – Removal of memorial		All	\$100.00	\$105.00	\$110.00
Memorial Bench			\$1,245.00	\$1,295.00	\$1,345.00
Memorial Bench Renewal	5 year		\$265.00	\$275.00	\$285.00
Memorial Bench Renewal	10 year		\$530.00	\$550.00	\$570.00
Scattering Garden Plaque		All	\$245.00	\$255.00	\$265.00
Niche Vase, Various Styles		All	Various	Various	Various
Urns			\$275.00	\$285.00	\$295.00
Urns, Keepsake			\$65.00	\$70.00	\$75.00
Urn, Vault		All	\$315.00	\$330.00	\$345.00

Foundation	Size/Type	Category	01-Sep-22	01-Sep-23	01-Sep-24
Granite Foundation	36" x 24"		\$245.00	\$255.00	\$265.00
Granite Foundation	47" x 24"		\$245.00	\$255.00	\$265.00
Granite Foundation	47" x 30"		\$320.00	\$335.00	\$350.00
Granite Foundation	56" x 24"		\$330.00	\$345.00	\$360.00
Granite Foundation	66" x 24"		\$370.00	\$385.00	\$400.00
Granite Foundation	76" x 24"		\$485.00	\$505.00	\$525.00
Granite Foundation	76" x 30"		\$525.00	\$545.00	\$565.00
Granite Foundation	95" x 24"		\$670.00	\$695.00	\$725.00
Flat Marker Installation	0" - 47" x 24"		\$160.00	\$165.00	\$170.00
Flat Marker Installation	0" - 47" x 30"		\$220.00	\$230.00	\$240.00
Flat Marker Installation	48" – 95" x 24"		\$190.00	\$200.00	\$210.00
Flat Marker Installation	48" – 95" x 30"		\$250.00	\$260.00	\$270.00

## 16.1 Cemetery Purchase Information

- Contact Cemetery Services by phoning 403-342-8303.
- Request a personal viewing of the proposed location(s), if desired. Cemetery staff will meet you at the cemetery and accompany you.
- Complete and sign an *Easement and Burial Application*.
- Overtime fees are charged for work completed on a burial after 4 p.m. Monday to Friday. A flat rate is charged for Saturday services. Sunday and Holiday services are not offered at this time.
- Cemetery Services requires notice of two days in advance of an interment for cemetery lot preparation.

## 17.0 Garden Plot Fees

### 17.1 Garden Plot Fees

Garden Plot	Size	01-Mar-22	01-Mar-23	01-Mar-24
Large	120m <sup>2</sup> (10m X 12m)	\$51.00	\$54.00	\$57.00
Medium	60m <sup>2</sup> (10m X 6m)	\$33.00	\$36.00	\$39.00
Small	30m <sup>2</sup> (5m X 6m)	\$20.00	\$22.00	\$25.00

### 17.2 Garden Plot Booking Considerations

- Garden Plots are available from the middle of May to the long weekend in October.
- Contact Cemetery Services by phoning 403-342-8303.
- There are 4 Garden Plot locations:

- Michener Gardens (3809 55 St)
- Piper Creek Gardens (1709 40 Ave)
- Parkside Gardens (5320 67 St)
- Twin Spruce Gardens (SW Corner of 30 Ave and 19 St)

## Community Services User Fee Review and Adjustment Annual Work Flow Process

### Future Year Guide

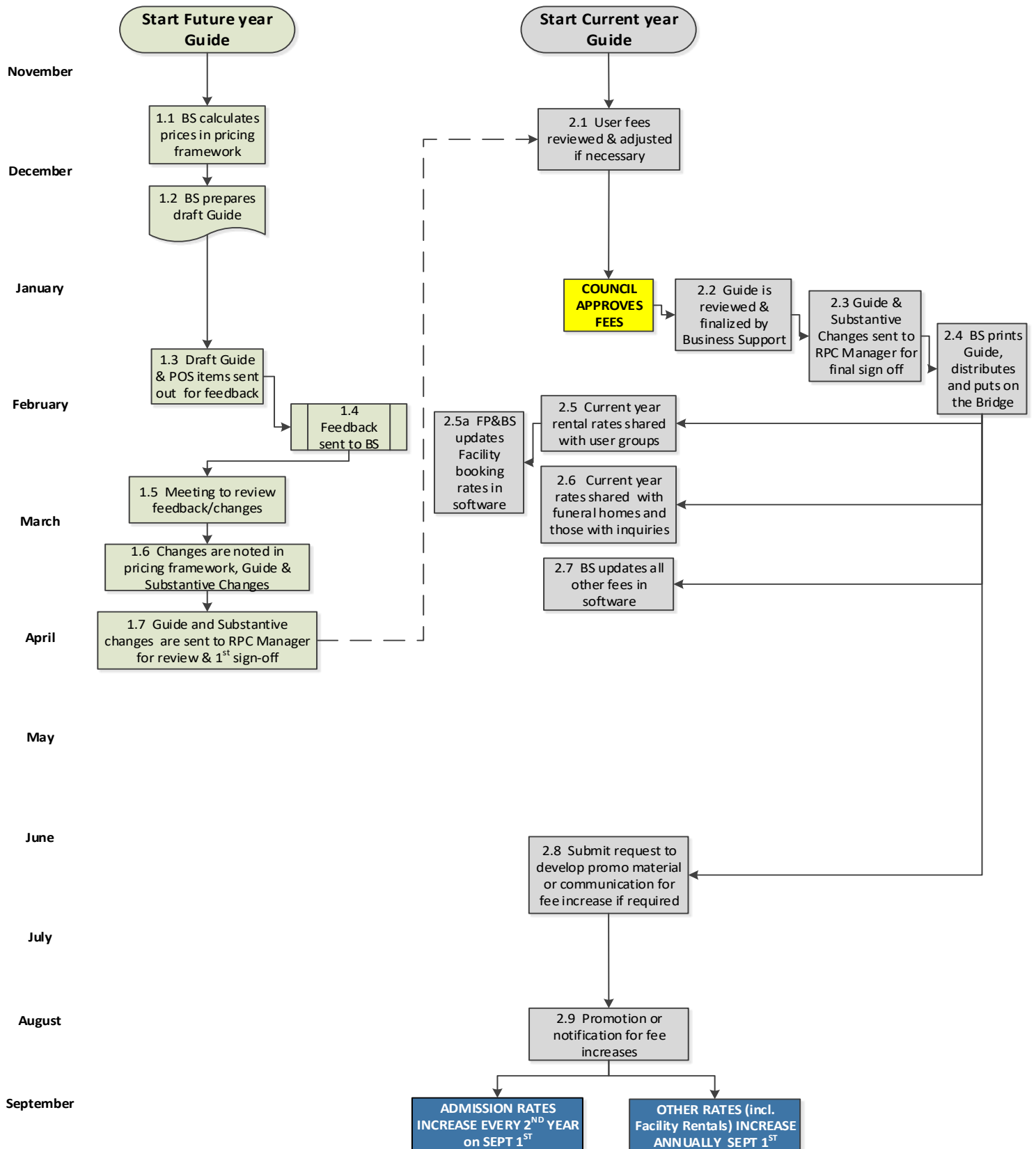
	Timing	Function	Responsibility
<b>1.1</b>	November-December	User Fees are reviewed and adjustments are considered. Review is influenced by market comparison research, other municipal studies (and one day, an overall corporate Fees & Charges policy). Prices are calculated in pricing framework	CSV Systems Specialist Business Intelligence and Supports Supervisor
<b>1.2</b>	December	Approved Current Year and Tentative Future Year User Fee Guide Drafted	CSV Systems Specialist
<b>1.3</b>	Late January	Draft User Fee Guide, with a summary of substantive changes / recommendations / considerations, is circulated for review.  Circulate <b>all</b> POS Item List for accuracy/ review	Superintendents CSV Accountant Facility Supervisors Parks Amenity Supervisor CSV Finance Specialist Facility Bookings Specialists
<b>1.4</b>	Mid February	Feedback sent to Business Support	CSV Systems Specialist
<b>1.5</b>	Late February	Meet to review feedback and suggested changes to User Fee Guide <ol style="list-style-type: none"> <li>1. Facility Rental Rates Review</li> <li>2. Rental Extra Fees</li> <li>3. Facility Admission Rate Review</li> </ol>	Superintendents CSV Accountant Facility Supervisors Parks Amenity Supervisor CSV Finance Specialist Facility Bookings Specialists CSV Systems Specialist Systems Coordinator Business Intelligence and Supports Business Supervisor
<b>1.6</b>	Mid March	Substantive Changes are noted in the Pricing Framework spreadsheet and guide is finalized. Backup documentation denoted who provided direction is filed.	CSV Systems Specialist
<b>1.7</b>	March	User Fee Guide and substantive changes /recommendations / considerations are reviewed and signed off (1 <sup>st</sup> Review)	Safe and Healthy Communities Manager

## Current Year Guide

	Timing	Function	Responsibility
2.1	November	Final User Fees are reviewed & adjusted if necessary	CSV Systems Specialist Specialist Business Supervisor
2.2	January	Once user fees are approved by Council the final User Fee Guide is reviewed	Business Supervisor CSV Systems Specialist Specialist
2.3	January	User Fee Guide and substantive changes are reviewed and signed off (2 <sup>nd</sup> Review)	Safe and Healthy Communities Manger
2.4	Late January	The guide is printed and distributed	CSV Systems Specialist Specialist
2.5	Late January	Facility Rental Rates are shared with User Groups	Recreation Superintendent Facility Bookings Specialist
2.5a	February	Facility rental fees are updated in software system	Facility Booking Specialist
2.6	February	Cemetery fees are shared with funeral homes	Cemetery Services Specialist
2.7	March	All other fees are updated in software system	Business Support
2.8	June	Submit request for Marketing Specialist to develop promotional materials and communications for fee increases effective September 1	CSV Systems Specialist
2.9	August	Promotion of rate increases	
	September	September 1: <ul style="list-style-type: none"> <li>Admission Rates increase effective date (typically adjusted <u>every 2 years</u>)</li> <li>Cemetery Rates, Facility Rental Rates, Rental Extra Fees, POS/Admission Extra Fees increase effective date (typically adjusted <u>each year</u>).</li> </ul>	

Ongoing		
Errors, omissions or additions to current User Fee Guide are tracked and consolidated		CSV Systems Specialist
Respond to inquiries for User Fee comparisons from other municipalities in exchange for shared research results		General Clerk CSV Systems Specialist
Market comparison research		Typically completed in summer months by student or light work assignment.

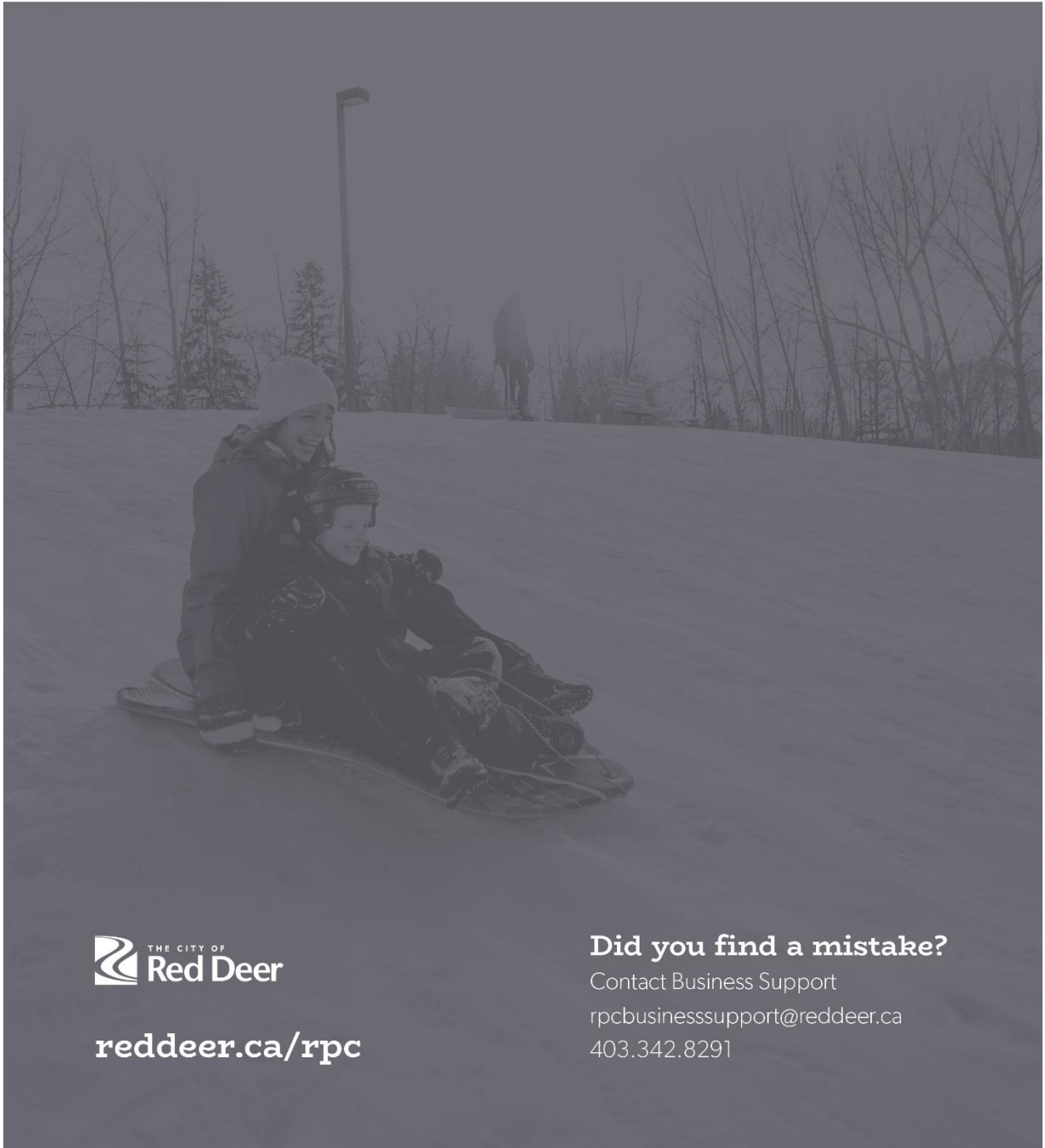
# Process Flow User Fees and Guide



Ongoing – Market comparison research, respond to inquires for user fee comparisons from other municipalities in exchange for shared research. Errors, omissions or additions to current user fee guide are tracked and consolidated.







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