



**CORPORATE POLICY**  
**Community Services Division**  
**Floor Allocation Procedure**

<b>SECTION OF MANUAL:</b> Operational	<b>EFFECTIVE DATE:</b> May 27, 2019
<b>SUBJECT:</b> Community Services Floor Allocation Procedure	<b>PROCEDURE NUMBER:</b> CS-SALES-002
<p><b>OBJECTIVE:</b></p> <p>The Town of Huntsville’s goal is to promote and encourage participation in sports on the arena floor surface to the overall benefit of the community.</p>	
<p><b>ALLOCATION PROCESS</b></p> <p>The floor allocation process will be completed annually by December 15 of each year. Written submissions must be received by all groups seeking ice time by November 15 of each year to be considered for the following season’s allotment.</p> <p><b>PRIORTY SCHEDULE:</b></p> <p style="margin-left: 20px;"><b>Priority #1:</b>  <b>Community Program Use:</b> For the purpose of conducting Town of Huntsville programs</p> <p style="margin-left: 20px;"><b>Priority #2:</b>  <b>Local Minor Use:</b> Minor Lacrosse Association. Minor resident customers  <b>Competitive Teams:</b> Junior B Lacrosse Association</p> <p style="margin-left: 20px;"><b>Priority #3:</b>  <b>Resident Use:</b> Resident Adult customers</p> <p style="margin-left: 20px;"><b>Priority #4:</b>  <b>School Board:</b>  a) In Town  b) Out of Town</p> <p style="margin-left: 20px;"><b>Priority #5:</b>  <b>Commercial</b></p>	

**Priority #6:**  
**Non-Resident Minor Use**

**Priority #7:**  
**Non-Resident Adult Use**

**TOURNAMENTS AND SPECIAL EVENTS:**

Requests for tournaments and special events are not part of the annual floor allocation process and will be submitted prior to the annual floor allocation process.

**Weekly Hours of Entitlement & Distribution:**

The number of weekly hours allocated to any affiliated group/organization will be based on justified need. On an annual basis, registration data must be supplied by the groups to the Community Service Department. The Community Service Department will then apply the data to a Standard of Play formula, which will determine the total number of weekly hours each group is entitled to and the distribution of those hours to different age and skill level groups.

**Standard of Play Formula:**

**Minor Lacrosse** see Section "A"  
**Junior C Lacrosse** see Section "B"

**SECTION "A": MINOR LACROSSE (HDMLA) FLOOR ALLOCATION FORMULA  
HOUSE LEAGUE**

Division	Game/Week	Practice/Week
Light Paperweight	0	1 hour
Paperweight	0	1 hour
Tyke	0	1 hour
Novice	0	1 hour
Peewee	0	1 hour
Bantam	0	1 hour
Midget	0	1 hour

Typically Tyke and Novice share the floor time

Typically Peewee, Bantam and Midget share the floor time

Scrimmages are held within the practice times with 2 "game day" Saturdays within the season

**REPRESENTATIVE, ADDITIONAL ENTRY OR ALLSTAR**

Division	Game/Week	Practice/Week
<b>Paperweight</b>	<b>1 hour</b>	<b>1 hour</b>
Tyke	1 hour	2 hours
Novice	1 hour	2 hours
Peewee	1 hour	2 hours
Bantam	1 hour	2 hours
Midget	1 hour	2 hours

\* The above formula was developed in consultation with HDMLA.

**SECTION "B": JUNIOR C LACROSSE FLOOR ALLOCATION FORMULA  
HOUSE LEAGUE**

Division	Game/Week	Practice/Week
Junior C Lacrosse	13.5 hours	3 hours

**GENERAL TERMS**

**Floor Rental Agreement:**

All organizations and individuals renting floor time from the Corporation of the Town of Huntsville must sign the rental

permit and the terms and conditions form for regular contracted floor time and special events with full payment due according to the payment schedule stated on the rental contract or as arranged with the Community Service Department.

**Hours of Use:**

The Don Lough Arena & Jack Bionda Arena offers rentals at the Canada Summit Centre between the hours of:

Monday – Friday:	6:30AM - 11:30PM
Saturday:	7:00AM - 11:30PM
Sunday:	7:30AM - 11:30PM

**Opening Arena's Outside of Standard Hours of Operation:**

The opening the Canada Summit Centre on statutory holidays or beyond the established operating hours, will be considered only if the applicant agrees to pay for the full operational cost for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

**Rate Structure:**

Arena Floor surface rates will be reviewed and set annually at the time of the Fees and Charges Bylaw updating. All groups will be charged floor surface rental fees as outlined in the Schedule D of the Fees and Charges Bylaw. Surcharge of \$10.00 per hour use for Arena Debenture on all hours of rental for all categories. All calculations are based on a 60-minute hour.

**Cancellation:**

If needed, the Town of Huntsville and its management reserve the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.

In the event you cancel your booking, the following cancellation fee will apply:

More than 90 days' notice of cancellation	50% of the contracted revenue
30-89 days' notice of cancellation	75% of the contracted revenue
0-29 days' notice of cancellation	100% of the contracted revenue

A penalty free cancellation period for minor youth organizations to release booking times with no penalty up to 7 days after the organizations scheduling meeting prior to the start of their season.

The applicable rental fee will be charged unless the cancelled floor time has been rented to an alternate client by the Community Service Division.

**Curfewed Rentals:**

The Town of Huntsville reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all permits if the user does not cooperate in the implementation of this Floor Allocation document. It is the responsibility of user groups to inform the Community Service Department of any special requirements regarding curfews at the time the schedules are submitted.

**Insurance Requirements:**

The Customer will be required to obtain and provide confirmation of the proper insurance policy of and maintain throughout the term of this contract General Liability Insurance to provide coverage to the minimum of 5 million (\$5,000,000.00) dollars per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence of the applicant group. If alcohol is being served, confirmation of insurance shall include shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Corporation of the Town of Huntsville is to be added as an additional insured. The policy is to be endorsed to provide the Town of Huntsville with thirty (30) day notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Huntsville.

**FLOOR ALLOCATION PROCEDURE REVIEW AND UPDATE:**

The Arena Floor Allocation Procedure will be reviews on a regular basis, initiated by the Sales and Customer Service department. The Sales and Customer Service department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

**POLICIES AND LEGISLATION:**

**Strategic Plan 2017 & Beyond:**

**Health and Wellness**

GOAL #3: Ensure Huntsville is seen as a safe, welcoming and inclusive community.

**Sustainability**

GOAL #2: Integrate sustainability principles into planning and development policies and processes.

**Financial Management and Governance**

GOAL #1 Apply a strategic approach to budgeting and resource allocation.

GOAL #3: Ensure Municipal operations are streamlined, efficient and effective.

**Communications**

GOAL #1: Improve access, quality and timeliness of Town communications.

GOAL #2: Engage the Community regularly to in order to build a culture of trust and openness within the Municipality.

**APPENDICES:**

none