

POLICY #901C

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Policy Title:	Recreation Facility Booking
Policy Number:	901C
Approval:	Town Council
Effective Date:	June 8, 2026, Motion #2026-185
Review Date:	June 1, 2026
Review Date:	July 2, 2024, Motion # 24-307
Review Date:	September 11, 2023, Motion #23-353
Approved Date:	April 8, 2019, Motion #19-116
Supersedes Policy No.:	New

1. Policy Statement:

The Town will allocate municipal facility space in a fair, transparent, and consistent manner that prioritizes community-based use while maintaining flexibility to accommodate tournaments, special events, and other bookings that support the financial sustainability and vibrancy of municipal facilities.

2. Purpose

The purpose of this policy is to:

- Establish a clear and equitable framework for the allocation of municipal facilities, including ice surfaces, sports fields and indoor spaces
- Prioritize access for local, non-profit, and community-based user groups
- Provide a structured process for requesting and allocating seasonal use, tournaments, and special events
- Enable early planning and accommodation of tournaments and private rentals where appropriate
- Ensure optimal use of municipal facilities in alignment with community needs and operational efficiency

3. Definitions

Off-Season

The period outside of a facility's primary operating or peak season, as determined by Administration, where demand is typically reduced and greater scheduling flexibility may exist.

Primary User Group

A local, non-profit organization that provides recreational, sport, cultural, or community programming for residents.

Returning User Group

An organization with a demonstrated history of facility use within the Town, in good standing with all applicable agreements and policies.

Tournament / Special Event

A short-term, scheduled activity requiring dedicated facility space over one or more days, which may include local or external participants and can generate economic or community benefit.

Casual / Private Rental

Facility space booked on a non-recurring basis by individuals, businesses, or organizations not included in seasonal allocations.

Prime Time

High-demand time periods, typically evenings and weekends, as defined by Administration based on the facility type.

Seasonal Allocation

A recurring block of time assigned for a defined season or period, based on approved applications.

Facility Space

Any municipally operated indoor or outdoor space available for public use, including ice surfaces, sports fields and meeting rooms.

4. Standards**4.1 Guiding Principles**

Facility allocation will be guided by the following:

- Priority will be given to community-based and non-profit use that provides broad public benefit
- Allocation decisions will consider fairness, historical use, and demonstrated need
- Facility space will be managed to maximize participation and minimize underutilization
- Flexibility will be maintained to support tournaments and special events across all facility types

4.2 Allocation Priority

- Requests for facility space will generally be considered in the following order:
 1. Municipal programs and services
 2. Primary User Groups
 3. Returning User Groups
 4. Tournaments and Special Events
 5. Schools and institutional users
 6. Casual and Private Rentals
- All allocations are subject to facility capacity, operational requirements, scheduling constraints, and overall community benefit.

4.3 Annual Intake Process

- The Town will establish an annual intake process for seasonal facility allocation, where applicable.
- All requests, including seasonal use, tournaments, and special events, must be submitted by the established deadline.
- Applications must include detailed scheduling requirements, including preferred dates and facility needs.
- Requests received after the deadline will be considered based on availability only.

4.4 Tournament and Special Event Allocation

- Tournament and special event requests submitted through the annual intake process may be reviewed and allocated in advance of final seasonal scheduling.
- Administration may pre-allocate or hold specific dates or facility space, including prime time, to accommodate these events.
- Consideration may be given to events that demonstrate community benefit, regional participation, or economic impact.

4.5 Conditional Allocations

- Allocations for tournaments and special events will be issued as tentative or conditional bookings.
- Confirmation will require a deposit, agreement, insurance, or other documentation by a specified date.
- Failure to meet conditions may result in the release and reallocation of the facility space.

4.6 Schedule Finalization and Adjustments

- Seasonal schedules will be finalized following the intake and review process.
- Unallocated facility space will be made available for casual and private rentals.
- Administration may adjust allocations during the season or operating period to address cancellations, underutilization, or changing community needs.

4.7 Administrative Authority

Administration retains the authority to:

- Interpret and apply this policy
- Balance competing demands for facility space
- Make allocation decisions in alignment with community priorities and operational requirements
- Adjust schedules as necessary to ensure optimal facility use

4.8 Off-Season Allocation

- Allocation of facility space during the off-season, including ice surfaces, sports fields, and meeting rooms, will be determined by Administration.
- Off-season allocation will be guided by the objective of maximizing utilization of municipal facilities.
- During the off-season, Administration may apply greater flexibility in scheduling and may adjust standard allocation priorities to optimize use.
- Consideration may be given to non-traditional users, alternative programming, and short-term or private rentals where capacity exists.