

## POLICY #901C

4512 – 46 Street, Olds, AB Canada T4H 1R5

T 403-556-6981 F 403-559-6537

[www.olds.ca](http://www.olds.ca)



---

<b>Policy Title:</b>	<b>Recreation Facility Booking</b>
<b>Policy Number:</b>	<b>901C</b>
<b>Approval:</b>	<b>Town Council Motion #<u>24-307</u></b>
<b>Reviewed Date:</b>	<b>July 2, 2024</b>
<b>Amended Date:</b>	<b>September 11, 2023, #<u>23-353</u></b>
<b>Approved Date:</b>	<b>April 8, 2019, Motion #<u>19-116</u></b>
<b>Supersedes Policy No.:</b>	<b>New</b>

---

### Policy Statement:

The Town of Olds recognizes the value and benefits of parks, trails and sports fields and recreation facilities to residents and visitors in which people engage in safe, meaningful, accessible activity that foster individual and community wellbeing, sustainable built and natural environments, capacity building, partnerships, and engagements.

### Purpose:

To provide a standard for the permitting/booking process for Town owned and/or operated parks, trails, and sports fields and recreation facilities.

### Standards:

#### 1. General

- 1.1. The Chief Administrative Officer (CAO), or designate, is responsible for administering this policy within the terms and conditions established herein.
- 1.2. The CAO has the authority to temporarily adjust the service level. Temporary adjustments to the service level shall be communicated to Council.
- 1.3. Complaints shall be addressed according to the Communication and Response Policy, as amended.
- 1.4. It is recognized that needs vary between users and allocation of use must balance such needs with the economics of operating facilities and sports fields.
- 1.5. The Town will:
  - 1.5.1. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site-specific activity.
  - 1.5.2. Establish and maintain ongoing preventative maintenance programs for facilities.
  - 1.5.3. Ensure all construction, maintenance, custodial, and operational duties will be done safely and efficiently to benefit the user groups, patrons, and staff.

1.5.4. Maintain appropriate standards of behavior at Town recreation facilities green spaces, trails, and sports fields.

1.5.5. Establish a set of fees for charges that are fair and equitable for users.

1.5.6. Provide guidelines for typical use and scheduling of activities.

## **2. Prioritizing of Booking**

2.1. Regular season prioritization for facility bookings shall be as follows:

2.1.1. Town programs and/or services endorsed by the Town of Olds Council and/or directly funded by the Town.

2.1.2. Regular season programs and/or services provided by primary user groups.

2.1.3. Programs and/or services for children and youth or non-traditional users provided by The Town or in partnership with schools within Chinook's Edge School Division and/or Red Deer Catholic Regional Schools within the Olds Recreation Area.

2.1.4. Programs and/or services provided by registered non-profit organizations and societies in good standing with the Town and where majority of participants reside in the Olds Recreation Area for participants who are under the age of eighteen (18); and where rental end time is prior to 9:30 p.m.

2.1.5. Programs and/or services provided by a group, organization or individual associated with a recognized national, provincial, or regional governing body.

2.1.6. Participant use by local groups or individuals for not-for-profit recreational activity where most participants reside in the Olds Recreation Area.

2.1.7. Programs and/or services offered by private groups, organizations, or individuals whose primary purpose is to make a profit (i.e., commercial users).

2.2. Off Season prioritization for park and sports field, trails, and recreation facility booking shall be determined by Town administration and be based on the goal of maximizing utilization.

2.3. Users that cancel bookings may lose their right to secure future space and the loss of priority consideration.

2.3.1. The Town does not guarantee the renewal of annual rental time.

2.3.2. The Town will not be held responsible for any failure to provide space due to circumstances beyond its control.

2.3.3. Loss of facility space due to unforeseen circumstances (i.e., maintenance and closures) following the initial facility allocation will not be borne by user and will not impact other user's allocation.