Policy

The Village of Innisfree is committed to strengthening the quality of life of its residents and building a healthy community through the encouragement and participation in sports. The Villages' commitment of Capital and operational investment in the Ball Diamond and Equestrian Riding Arena makes it necessary and practical to clearly define how the Ball Diamonds and Equestrian Riding Arena will be managed and allocated.

Purpose

The purpose of this policy is to establish Ball Diamonds and Equestrian Riding Arena rental rates and the rules governing the rental and use of the Ball Diamonds and Equestrian Riding Arena owned and operated by the Village of Innisfree.

- 1. **Definitions -** for this policy, the following definitions of user groups shall apply:
 - a. Local Minor Ball Teams: Locally based teams operating under the Village of Innisfree Minor Ball with Children aged seventeen (17) years or younger;
 - **b.** Local Adult Ball Teams: Locally based teams with the majority of players being eighteen (18) years of age or older;
 - c. Non-Local Ball Teams: Teams established outside the Village's community;
 - **d. Commercial/Business Group:** A group of individuals who wish to rent the Ball Diamonds or Equestrian Riding Arena for a commercially sponsored event or tournament for the promotion of their business and/or the selling of their products or services;
 - e. User Group: Means a group or individual who rents the Ball Diamonds or Equestrian Riding Arena;
 - f. **Damage Deposit:** Means a fee assessed to a User to cover the cost of damages that may occur due to actions on the part of the User or event hosted by the User;
 - g. Non-for-profit Organizations or Companies: Means organizations or companies that 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. Non-profit organizations or companies are governed under the <u>Companies Act</u>.
 - There are two types of Non-profit organizations or companies private and public.
 - Private Non-profit organizations or companies have restrictions on the number of members or shareholders, the number of shares or membership transfers, and there are restrictions on invitations to the public to subscribe for shares or debentures of the company. The specific wording of the provisions can be found in the *Companies Act*. At least two people are needed to form a private company.
 - Public Non-profit organizations or companies do not have any of the restrictions of the private companies. At least three people are needed to form a public company.

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2. Procedures:

- **a.** All games, practices, tournaments or events must be booked through the Village of Innisfree's Administration Office.
- **b.** All correspondence/bookings or changes will be conducted between the Village of Innisfree and a contact person designated by the user group. Decisions and actions of the contact person shall be considered the decision and action of the user group. The contract person is responsible for sharing information with their respective user group.
- **c.** All bookings are on a first come, first serve basis.
- **d.** Rental fees and damage deposit must be paid (in full) at the time of the booking. No booking will be confirmed until the rental fee and damage deposit (if applicable) is paid in full.
- **e.** Time allotments for the booking of a game, practice or event is a maximum of two hours per game, practice or event.
- **f.** For a weekend tournament or event booking, the hours are 6:00 PM on Friday until sundown on Sunday.
- **g.** Games, practices, tournament or event cancelled due to a "Rain-out" or other inclement weather may be re-scheduled, or the rental fee refunded, at the discretion of the Village of Innisfree.
- **h.** For tournaments, a booking cancellation must be made, in writing, thirty (30) days prior to the scheduled tournament. In the event of cancellation is made without (30) days written notice, a cancellation fee equal to the booking fee with be charged.
- i. The Village of Innisfree reserves the right to close a Ball Diamond and Riding Arena and cancel a scheduled booking as a result of inclement weather or any circumstances that may arise which may result in damage to the Ball Diamond and Equestrian Riding Arena or danger to the participants. In this case, the user will be refunded the rental fee.
- **j.** The Village of Innisfree reserves the right to cancel a Ball Diamond or Equestrian Riding Arena booking or refuse to rent the Ball Diamonds and Equestrian Riding Arena to any user group that does not comply with the rules set out in this policy.
- **k.** The user group is responsible to mark the lines of the Ball Diamonds set out the bases and maintain the Ball Diamonds during the game or tournament.
- I. No Vehicle larger than a lawn/garden tractor or 4 wheeled off road bike is permitted on the diamonds to undertake diamond maintenance.
- m. Malicious and deliberate damage to the Ball Diamonds or Equestrian Riding Arena will not be tolerated. Offenders will be reported to law enforcement authority and will be required to pay for repairs and may be suspended from future access or use of any sports area.
- **n.** Abusive, derogatory or obscene language will not be tolerated. Violators will be asked to leave the Ball Diamond and Equestrian Riding Arena area.
- **o.** Rowdiness and unruly behaviour will not be tolerated. Violators will be asked to leave the Ball Diamond and Equestrian Riding Arena area.
- **p.** The Village of Innisfree will not be responsible for personal injury caused by the negligence of users or the public.
- **q.** Non-for-profit organizations or companies are required to fill out a rental agreement as per Appendix "B", however will not be required to pay the \$100.00 damage deposit fee as set out in this policy.

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3. Insurance:

- **a.** Local Minor Ball teams must obtain insurance coverage through the Alberta Minor Ball Association (Baseball Alberta) and will be required to provide the Village of Innisfree with proof of insurance coverage.
- **b.** Adult ball teams must obtain insurance coverage through the Alberta Amateur Softball Association and will be required to provide proof of insurance coverage.

4. Damage Deposit:

a. A \$100.00 damage deposit for the usage of Ball Diamonds and the Equestrian Riding Arena is required for all events and tournaments and must be paid in full at the time booking. The user group will be responsible to the Village of Innisfree for any damages to property or the loss or clean-up of property and will pay for such damages, loss or clean-up costs. Should any damage occur, or litter remain, all or portion of the damage deposit will be withheld to compensate the Town the cost of repairs, replacement or clean-up. If no damage or loss has occurred to the Ball Diamonds or the Equestrian Riding Arena and the area is left in clean and tidy state, the damage deposit will be refunded within ten (10) days of the rental.

An out inspection after the event will be conducted by the Village of Innisfree.

5. Rental Rates:

a. Rental rates are established by the Village of Innisfree Council as per Master Rates Bylaw 637-17 (see Appendix "A") and may be amended from time to time by resolution of Council.

6. Rental Agreement:

a. See attached Appendix "B"

This policy comes into affect on the date of passing by Village of Innisfree Council.

Mayor

Chief Administrative Officer

Appendix "A"

Ball Diamond Fee's

As Set out in Master Rates Bylaw 631-17

Ball Park Per Night (3 Diamonds)

\$200.00

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Appendix "B"

Ball Diamonds/Equestrian Riding Arena

Rental Agreement

Ball Team/Organization Nan	ne:			
Address:				
Contact Person:	t Person: Phone/Cell:			
Date & Time of Booking(s):				
Ball Diamond (Circle)	#1 #2	#3 all		
Equestrian Riding Arena	Yes or	No		
Rental Fee (Diamonds + Rid	ing Arena):	+ GST	= Total	
Deposit:				
Date Paid:				
Receipt #				
****	*******	******	*****	
I,, a hereby confirms, covenant ar will abide by the rules and re Innisfree Ball Diamonds and	nd agrees that gulations gove	erning the renta		
Signed this day of		, 20		
Signature		Witness		
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