

Department of Athletics & Recreation

Facility Allocation and Rental Policies & Procedures

Category: *Facilities*
Responsibility: *Director, Athletics & Recreation*
Date: *Date of last revision: August 8, 2023*

1. Purpose

- i. To provide guidelines for prioritizing the allocation of facility use at the facilities operated by Trent University, Department of Athletics & Recreation in a way that is fair and equitable, and which maximizes facility use and programming.
- ii. To outline the policies for the use of space and responsibilities of the Department of Athletics & Recreation and user groups.

2. Policy Statement

The Department of Athletics & Recreation recognizes and supports the value of an active and engaged community and is committed to providing sport and recreation opportunities to meet the needs of the Trent and local community.

All requests for facility use will be assessed by Department of Athletics & Recreation for compatibility with available facility spaces and all such determinations lie within the sole discretion of the Department of Athletics & Recreation staff.

Trent Athletics will allocate, distribute, and administer the use of its space, facilities, and equipment in a way that, to the best of their ability, is fair and equitable.

This policy applies to all the physical spaces operated by the Athletics Department, which are available to book and applies to all individuals and groups who may book these spaces (at a cost or no charge).

3. User Groups

Regular Programming: Activities of the Department of Athletics & Recreation and Trent University, which are normally planned during the calendar year, including but not limited to: exams; convocation; open houses; orientation week and new student orientation; varsity games and practices; intramural programs; youth development programs, including camps; group fitness classes and programs; open recreation; and special events.

Trent Student Central Association (TSCA) recognized Clubs and Groups: An organized group of students whose aims and objectives meet the criteria for official status under the Trent Student Central Association policies, and which has registered annually with the TSCA and received approval. TSCA clubs and groups must submit a facility booking request for each semester.

Trent University Departments and Colleges: An academic or administrative organizational unit of Trent University.

External Groups: A community-based organization or individual(s) with no affiliation with Trent University or does not meet the criteria under the other user groups listed above.

Non-TCSA groups: Trent student groups that are not officially recognized under TCSA must follow the same conditions as external rental groups.

4. Allocation of Space

Priority for the use of facilities shall be given to regular programming. After regular programming is determined, requests for the use of space from TCSA student clubs and groups, Trent Departments, and external groups will be considered.

Departmental and institutional priorities will be assessed in the decision-making process and the Athletics & Recreation Department reserves the right to determine space use based upon these principles.

5. Booking Requirements

The Athletics & Recreation Department facility space is limited, and allocation of space is determined in advance of each academic term. Recurring rentals will be assessed on a per semester basis (SEPT – DEC; JAN – APR; APR – JUNE and JUNE-SEPT).

Requests received within 10 days of a proposed date may not be accepted.

Rentals remain tentative until all the following items have been completed.

1. The renter must complete an online facility booking request form through the Department of Athletics & Recreation website and allow up to 3 business days for an initial response.
2. Once the rental request is approved, the Renter will be sent a Facility Rental Agreement which must be signed and returned by email to acbookings@trentu.ca 10 days in advance of the first booking, in order for the booking to be confirmed.
3. Proof of insurance must be submitted with the signed rental agreement **(not applicable to Trent University Departments or TCSA bookings)**
4. **TCSA Groups and College Cabinets only** – must submit an approved risk assessment before booking is confirmed. Please see the [Event Planning and Risk Assessment Page](#) for more information and to submit the application.
5. All groups must check-in at the Trent Athletics Centre Front Desk before each booking to get access to the facility space. Early access will not be permitted and any requirements for set-up or teardown should be included in the rental booking request.

Failure to submit necessary documents will result in a cancellation of the rental agreement.
Please refer to [Change and Cancellations](#) for more details.

6. Insurance

TCSA groups, Trent University Colleges and Departments are exempt.

Insurance is required for all rentals taking place at the Athletic Centre Facilities. At the renter's expense, the renter shall maintain a comprehensive general liability insurance policy in a form and with limits satisfactory to the University, covering bodily injury and property damage, with inclusive limits of at least two million dollars per occurrence (five million if the activity is deemed high risk), which policy shall contain a cross-liability clause and name **Board of Governors of Trent University** as an additional insured.

Incorporated Organizations must purchase insurance through a third party. Liability insurance naming Trent as an additional insured is mandatory.

Individual Renters have the option to purchase insurance through a third-party naming Trent University as an additional insured or can purchase insurance through Trent University. Insurance fees will depend on the details of the event.

7. *Payments and Invoicing*

The Athletics Centre has two different rental types: single bookings and recurring bookings. The rental type is indicated in the rental contract.

Single bookings: Refers to short-term and single use booking at the Athletics Centre, Payments will be due at the time the agreement is signed.

Recurring booking: Refers to long-term and multiple bookings at the Athletics Centre. Payments are due on the 1st of the month for all the reservations within that month.

Payments are accepted at the Athletics Centre Sales Desk by credit card, debit, or cheque. Online payments are accepted by credit card only. All NSF cheques will be charged a handling fee of \$48.00.

Any information collected by the Athletics Centre pursuant to this Agreement is subject to the rights and safeguards provided for in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56

TCSA groups and clubs: All official recognized Trent University student clubs will receive complimentary booking of the facility during the Fall and Winter academic semesters. Complimentary use only applies to the booked facility.

Requests by TCSA groups and clubs will be reviewed collectively to determine a fair and equitable distribution of available space to meet the needs of a wide variety of groups. As a result, the amount of time requested by a particular club or group may not be granted in full.

Additional fees will be applied for extra setup/teardown requirement, caretaking, staffing for special events. Any changes requested after the rental agreement is signed, the renter is subject to an additional \$25 administrative fee per change.

8. *Changes and Cancellations*

In the case of emergency situations, unplanned facility maintenance, inclement or severe weather or for safety concerns, the Athletics & Recreation Department reserves the right to limit,

delay, or cancel facility bookings. In such cases, Athletics Centre staff will notify the Renter with as much advance notice as possible. The Renter is responsible informing their participants of the cancellation.

Cancellations by the Renter must be made in writing to acbookings@tretntu.ca a minimum of 10 days in advance, and is subject to a cancellations fee of \$50 or 10% Of the full rental fee (whichever is greater). If the renter cancels a booking without written notice prior to the booking, they will be charged the full rate.

No refunds will be given for rentals cancelled less than 10 business days prior to the booking. Exemptions will be considered for inclement weather cancellations.

For any changes requested after the signed agreement, the renter is subject to a \$25 administration fee. Any cancellation and change fees must be settled before access to the facility is allowed.

9. General Conditions

The following protocols must be adhered to by all user groups booking facilities at Trent Athletics Centre

- The Renter must be a minimum of 18 years of age at the time of the booking and must be present at the facility during the bookings.
- The Renter cannot transfer the responsibilities to another user.
- The Renter shall be responsible for all set-up and tear-down required for the booking and must be completed within the time requested. Where facilities are used by the Renter outside of the time agreed upon additional rental charges will apply.
- Requests for facility use outside regular operating hours will be approved at the discretion of the department. Supervision is mandatory for all events outside of normal operating hours at an additional cost. Please see our [Hours of Operation](#) for information on our open hours.
- Tournaments and large events may be subject to an extra caretaking and on-site supervisor fee.
- Use of Athletics Centre sports equipment, tables and/or chairs are subject to an extra equipment fee.
- Consumption of water and/or sport drink in a sealable container is permitted.
- Food services for special events must be disclosed in the booking request and must be approved prior to event. Any distribution or the sale of food/drinks must be approved prior to event.
- The Renter is responsible for the conduct and supervision of those using the facility during each occurrence. Engaging in a behaviour that might interfere with others enjoying the facilities or acting in an intimidating, disrespectful or disruptive way (including public indecency, abusive behaviour and language, vandalism, littering, or consuming prohibited substances) gives the Athletics Centre the right to cancel the contract and deny future applications.
- The Renter Shall be responsible for leaving the facility in the same condition as it was when they arrived.

- The Renter shall be responsible for costs associated with damage to the facility or Athletics Centre equipment and participation in activities that may cause damage to the facility or equipment is prohibited. Failure to comply or where extraordinary clean-up is required, may result in additional maintenance charges or restrictions on future bookings.
- Renters must only use painters' tape for affixing signs/decorations to the facility. Free standing signs are allowed. Set-up and Teardown must be complete within the booked time.
- Smoking and Vaping is prohibited the Athletics Centre or on beach volleyball courts, turf field, or spectator areas.
- No alcohol is permitted on the premises unless approved as part of the contract.
- Animals and pets are not allowed in facilities, beach volleyball courts, or turf fields, except for service animals.
- Parking fees are the sole responsibility of the renter. The Athletics Centre will not be held responsible for any parking tickets incurred by the renter or participants. Parking information and fees can be found on the [parking services page](#)
- Buses will not have access to the F lot in front of the Athletics Centre, buses can drop individual off at the pull-off section in front of the D lot.
- Renters must keep within the capacity limits set based on fire code limitations as listed:
 - Full Gymnasium - 350 persons
 - Bailey Fitness Studio One – 30 persons
 - Fitness Studio Two – 15 persons
 - Riverside Classroom – 35 persons
 - Carol Love Row/paddling Tank – 36 persons
- Trent Athletics Centre is not responsible for damages, loss or theft of equipment or other valuable of any Renter or subsequent users.
- The Renter shall not charge admission to any games or events held at the Premises without the express prior written consent of the University, which may be reasonably withheld.
- Renters must inspect, prior to use, the condition of the Facility and surrounding areas for any hazards and immediately report any concerns to Athletics Centre staff.
- The Renter shall not block any fire exits, fire routes, and always keep pedestrian walkways unobstructed.

Indoor Facilities Conditions of Use

- Must only wear non-streaking rubber soled shoes.
- Must not wear outdoor and/or wet or dirty footwear.
- Chewing gum is prohibited.
- Water bottles are permitted but must have a cap and be kept off to the side of activity area along a wall.
- Racquet sports in the gymnasium - Indoor Volleyball, badminton, and pickleball: The Athletics Centre will provide assistance with set-up and tear-down recreational net(s) and poles. Renter is responsible to providing own racquets and shuttles unless otherwise requested for an additional fee. Limited Athletics Centre equipment is available.

Justin Chui Stadium Conditions of Use

- Artificial grass sports field rules must be adhered to.
- Maximum cleat size of 13 mm (1/2") or less for all activities.
- Rugby shoes must be fitted with safety studs.
- Moulded soccer shoes are recommended.
- Nothing may be inserted into the field (e.g. posts, poles, wickets, etc.).
- Recreational track is suitable for wheelchairs, walkers or rollerblades.
- Teams should change in designated change room provided as part of their Agreement, in the Athletics Centre.
- All users must receive prior approval from Athletics Centre staff before bringing any portable nets or heavy equipment on the field (balls excluded).
- Spectators must remain in the bleachers or on the grass areas around the field during play, for safety.
- Spectators are not permitted on the track or rock wall while an event/activity/game is in progress.
- No smoking, pets, bicycles, or skateboards are permitted.
- No food, gum or sunflowers seeds are permitted on the field.
- Users should dispose of all garbage in the receptacles provided for garbage and recycling.
- The track should not be used when the field is in use, to prevent collisions and injury.
- All users are requested to abide by the lightning policy.