



North Vancouver Recreation Commission

POLICY MANUAL

Policy No. 405

Section:	Operations
Title	Allocations: Recreation Facilities

REASON FOR POLICY

To define criteria for providing fair and equitable allocation and ensure optimum and appropriate use of North Vancouver Recreation Commission (NVRC) facilities.

POLICY

1. Arenas (Ice and Dry Floor)

- a) Priorities for allocation of arenas (ice and dry floor) shall be:
 - i) NVRC programs;
 - ii) Child/youth-oriented Community Groups;
 - iii) Adult-oriented Community Groups;
 - iv) North Vancouver Commercial Groups;
 - v) All other users.
- b) Where community groups with Commission approval offer instructional programs to the public, these programs shall adhere to the NVRC's programming guidelines.
- c) No user group shall sub-lease or rent their time to any individual or other user group.
- d) Arena (ice and dry floor) allocation shall be made in consultation with user groups and as fairly and efficiently as possible. An Ice Users Committee and a Dry Floor Users Committee will be formed with representatives from each of the youth user groups to facilitate the consultation process.
- e) In the event of significant changes in registration trends, staff shall reserve the right to alter the schedule mid-season. This shall be done in consultation with the user groups.
- f) Subsidized arena (ice and dry floor) user time allocated to community groups shall not be used for recreational lessons.
- g) All child/youth-oriented community groups shall submit the names, ages, addresses and phone number of all members of their organization to the NVRC.

- h) Child/youth-oriented community groups renting arena time (ice and dry floor) involving children 14 years of age and younger shall not be permitted to rent that time extending after 10:30 p.m., Sunday through Thursday, except on the eve of school holidays.
- i) Wherever possible, child/youth-oriented community groups shall be allocated the same ratio of prime and non-prime arena time from year to year, based on:
 - total available arena time (ice and dry floor);
 - number of registered participants from each child/youth-oriented community group as of the previous year;
 - reasonable division of weekday and weekend arena (ice and dry floor) allocations.
- j) Child/youth-oriented community groups shall apply to and have the agreement of both staff and the Ice Users Committee in order to hold major special events requiring additional ice time. Minor events may be held within previously allocated or unused ice time.
- k) Child/youth arena (ice or dry floor) users are permitted to have adult members use allocated times as follows:
 - Maximum 10% adult participation;
 - Adult usage of subsidized allocations will be subject to an additional charge; and
 - Adult members will not be counted for purposes of deciding annual facility ice allocations.
- l) Any available arena time (ice or dry floor) shall revert automatically to the NVRC.
- m) No commercial group may rent more than one prime time ice or dry floor slot per group per week at a NVRC facility while other North Vancouver groups are on a wait list for prime time ice or dry floor space.

2. Swimming Pools

- a) Priorities for allocation of swimming pools shall be:
 - i) NVRC programs;
 - ii) Child/youth-oriented Community Groups;
 - iii) Adult-oriented Community Groups;
 - iv) North Vancouver Commercial Groups;
 - v) All other users.
- b) Where community groups, with Commission approval, offer instructional programs to the public, these programs shall adhere to the NVRC's programming guidelines.
- c) No user group shall sub-lease or rent their time to any individual or other user group.
- d) Swimming pool allocation shall be made in consultation with user groups and as fairly and efficiently as possible.

- e) In the event of significant changes in registration trends, staff shall reserve the right to alter the schedule mid-season. This shall be done in consultation with the user groups.
- f) Subsidized pool user time allocated to community groups shall not be used for recreational lessons.
- g) All child/youth-oriented community groups shall submit the names, ages, addresses and phone number of all members of their organization to the NVRC.

3. Rooms/Gymnasiums

- a) Priorities for allocation of rooms shall be:
 - i) NVRC programs;
 - ii) Child/youth-oriented Community Groups;
 - iii) Adult-oriented Community Groups;
 - iv) North Vancouver Commercial Groups;
 - v) All other users.
- b) Where community groups, with Commission approval, offer instructional programs to the public, these programs shall adhere to the NVRC's programming guidelines.
- c) No user group shall sub-lease or rent their time to any individual or other user group.
- d) Community groups meeting for planning purposes may reserve meeting space in designated spaces once per month, up to one year in advance. Additional bookings may be made two weeks in advance if space is available. Non-designated meeting space may be booked one month in advance.

4. Centennial Theatre

- a) Priorities for allocation of the Centennial Theatre shall be
 - i) in-house programs or presentations;
 - ii) historic renters (rented similar dates three or more consecutive years); and
 - iii) community rentals/Market rentals.
- b) Historic renters may book the Theatre two years in advance; community and market renters may book one year in advance on a first-come, first-served basis.
- c) Centennial Theatre reserves the right to change rental dates to accommodate bookings of longer duration. Any changes will be made with full consultation of all parties and with a minimum of six months' notice.

5. Parking Lots

At the discretion of the Director of Recreation, the NVRC may allow rental of facility parking lots, provided the regular operations of the facility are not unduly affected.

DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

Community Group – a non-incorporated group composed of individuals joined together on a non-profit basis or a non-profit organization incorporated under the Societies Act of BC and/or the Canada Business Corporations Act, Part II. The group shall meet all the following criteria:

- At least 75% of the members are residents of North Vancouver or work at a business address in North Vancouver;
- Membership of the group is open and available to any North Vancouver resident (or a defined sub-region of North Vancouver, e.g. Lynn Valley Soccer for Lynn Valley residents);
- The purposes and practices of the group are not contrary to the BC Human Rights Act nor is it involved in the promotion of unlawful activities;
- The purpose of the group will enrich the liveability of the North Vancouver community;
- The group is not a registered political party.

Child/Youth – all persons from 0 years to 18 years.

Commercial Group – any group which is not a community group.

Historic Users – renters who have used the theatre for three or more consecutive years, booking similar times each year.

Community Rental – any not-for-profit society registered in British Columbia.

Market Rental – any group or individual that is not a community rental.

AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation.

Original Approval Date:	July 12, 2001	Approved by:	Commission
Amended:	June 18, 2009	Approved by:	Commission
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