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**References:**

Occupational Health and Safety  
Municipal Government Act  
Records Management Bylaw  
Rates Bylaw

**Effective Date:**

**September 20, 2023**

**Council Resolution No:**

**2023-185**

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**POLICY STATEMENT**

The Village of Warner provides residents and visitors with accessible, inclusive, affordable, and safe access to Village operated Civic Centre.

**PURPOSE**

To ensure that safe access to its Civic Centre is fair and equitable for all of its existing and potential users.

**SCOPE**

This policy applies to all User Groups, Patrons, and Staff wishing to access the Village owned Civic Centre.

**RESPONSIBILITIES**

The Chief Administrative Officer (CAO), or designate, is responsible to administer this policy within the terms and conditions established.

Under the jurisdiction of the CAO, staff are responsible for the safety and efficient operation for Village facilities. The CAO and facility staff shall enforce all policies and standards as designated by the Village Council.

The CAO has a right to ban offenders from use of a facility. Individuals who have their use suspended have a right to appeal to Council.

**DEFINITIONS**

“Patron(s)” shall mean any individual who utilizes the Civic Centre.

“Primary User(s)” shall mean a User Group that exclusively utilizes space and has been extended individualized negotiated privileges at the Civic Centre via a Primary User Group Agreement.

“Staff” shall mean those employees working at the Civic Centre.

“User(s) or User Group(s)” shall mean those formally recognized local groups that regularly book the Civic Centre.

**STANDARDS**

1. General

1.1. Establish and maintain ongoing preventative maintenance programs for facilities.

- 1.2. Ensure all construction, maintenance, custodial, and operational duties will be carried out in a safe and efficient manner to the benefit of the User Groups, Patrons, and Staff.
  - 1.3. Maintain appropriate standards of behaviour at the Village Civic Centre.
  - 1.4. Establish a set of fees for charges that are fair and equitable for users.
  - 1.5. Provide guidelines for the use and scheduling of activities.
  - 1.6. Strive for the highest utilization of facility use for establishing levels of service and space allocation of site-specific activity.
  - 1.7. All Patrons utilizing the Warner Athletic Centre and the ice surface will be required to sign a release form and waiver of claims.
2. Renters
- 2.1. All rentals shall be made through the Village Office.
  - 2.2. All keys must be signed out and a deposit as per the Rates Bylaw is to be left for security until the keys are returned.
  - 2.3. Venue insurance will be required when renting the Civic Centre.
  - 2.4. All groups using the Civic Centre are responsible for setting up and taking down of chairs and decorations and otherwise cleaning facility as per the facility agreement. Groups failing to do this will be charged the cost of labour of the Village crews. Groups using the arena dressing rooms are asked to leave this in a sanitary and clean state. If any group abuses the facility the privileges of use will be withdrawn.
  - 2.5. Users may be required to sign a release of liability, waiver of claims, assumption of risks and indemnity agreement.
  - 2.6. User Groups renting on a regular basis will be billed for time used at the end of each month.
  - 2.7. Fees and charges follow the Village of Warner's Rate Bylaw.
  - 2.8. Organizations or User Groups who do not pay their bill within 30 days will have their regular ice time cancelled immediately.
  - 2.9. Each organization or User Group must specify one contact person who will be responsible for bookings, cancellations, receiving and ensuring payment of invoices. Only the specified person(s) will be allowed to change the confirmed times booked for the organization.

3. Athletic Centre (Gym)

3.1. 16 years of age or under must be under the direct supervision of an adult.

4. Ice Install and Removal

4.1. The normal ice season begins mid October through to the middle of March, annually.

4.2. School bookings will not be accepted from mid September to mid October as ice is being made (weather dependent). This schedule can be subject to change.

5. Ice Allocation Prioritization

To accommodate Prime-time ice allocation in as fair a manner as possible the following priority ranking is established in the following order:

5.1. Village programs and/or services that are endorsed by the Village of Warner Council and/or are directly funded by the Village.

5.2. Programs and/or services provided by Primary User Groups.

a. Primary User Groups will have priority when scheduling ice time in the Civic Centre.

b. An ice time booking allocation for youth Primary User Groups during Prime-time will be:

- Monday through Thursday 4:30 p.m. to 9:30 p.m.
- Friday and Saturday 7:00 a.m. to 9:30 p.m.
- Sunday from 7:00 a.m. to 7:30 p.m.

c. Public/Family Skating shall be allocated with a minimum of 5 hours per week with minimum of 3 hours per weekend.

d. Local adult organizations have priority after A, B and C (above) are accommodated for. Therefore, they have priority to book ice after 9:30 p.m. Monday through Thursday, and after 7:30 p.m. Sunday.

5.3. Programs and/or services provided by schools within the Horizon School Division.

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

5.5. Participant use by local groups or individuals for not-for-profit recreational activity.

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

6. Patrons

6.1. Patrons shall not obstruct the free use and enjoyment of the facility by any other person.

- 6.2. Smoking is strictly prohibited in all areas of the facility.
- 6.3. Alcoholic beverages shall not be allowed in any facilities, unless written consent from the Village is provided. The use of alcohol must comply with Alberta Liquor Laws.  
  
Any person or group found with alcohol in their possession will be ejected and may have privilege for use of the facility suspended. Intoxicated individuals shall not be granted admission to the facility.
- 6.4. Profane or abusive language and conduct considered undesirable will not be tolerated in Village facilities. No person shall interfere with, obstruct, impede, hinder, or prevent the discharge of the duties of any attendant, aid, or other person engaged in superintending, controlling, aiding, instructing or over-seeing any Village of Warner sports program or recreational activity.
- 6.5. Individuals or groups damaging the premises will be charged with the cost for repairing the damage.
- 6.6. Loitering, running and horseplay is not allowed anywhere in the facility. All children 12 and under must be under the care and control of a parent or at all times.
- 6.7. With the exception of coaches, aids, timers and Village staff, no one is allowed on the ice without skates.
- 6.8. All persons 18 years old and under must wear a CCA approved sports helmet while on the ice.
- 6.9. Absolutely no cameras or filming equipment permitted in dressing rooms.
- 6.10. Glass containers, hot drinks, coloured drinks, and chewing tobacco are strictly prohibited on the ice surface.
- 6.11. Absolutely no one permitted on ice while ice surface cleaning is in operation and until overhead door is closed.
- 6.12. Group or club officials negotiating facility use are responsible for the conduct of their members during their allotted time while using the facility.
- 6.13. The Village of Warner, and the Warner Civic Centre staff are not responsible for lost, stolen or damaged items.