



## FACILITY BOOKING GUIDELINES

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Each organization must assign a designate to represent their interests regarding facility needs. Only this individual has the authority to confirm their organization's facility requirements. Please refer to "Recreation & Parks - Roles of the Contact Person" for specific responsibilities.

Each facility has a booking application deadline date, to which users must comply. i.e. schools, parks, ice, arena floor, etc. Deadline dates for facility requests are available by contacting Recreation and Parks. Staff will attempt to accommodate requests received after the deadlines, however all late requests will have last priority in case of conflicts.

All requests must be received in writing by the respective deadlines. These dates are selected annually to ensure that organizations, which need to coordinate schedules with their governing bodies, are considered.

Registration information may be required to verify participant's birth date, home address, telephone number and the specific program each participant is enrolled in. Failure to provide accurate information to Recreation and Parks when requested may result in loss of preferred times.

Once the facility time has been allocated and prior to use, the applicant designate will be required to sign rental permits, provide proof of appropriate liability insurance where required and make full payment by the respective deadlines. Compliance with the following policies to this report is required; Payment Policy schedule "F", Facility Permit Conditions and Regulations schedule "G", Municipal Alcohol Policy schedule "H", Smoking by-law schedule "I". Failure to comply may result in loss of rental.

All Renters of Town facilities must be eighteen (18) years or older to enter into a rental contract and be in attendance at the rental. If the Renter is unable to be in attendance they must delegate their responsibility under this rental contract to another person eighteen (18) years or older and notify Town of Halton Hills Recreation & Parks for its consent.