

## LBCA FACILITY RENTAL CONTRACT, GUIDELINES & POLICIES

### FACILITY RENTAL CONTRACT:

- You, the “Renter”, are receiving this document to confirm your requested LBCA facility rental.
- Rental Contracts must be signed and returned to confirm the rental.
  - Casual Bookings: (1- 9 hours) must be signed and returned within 48 hours of receiving the rental contract
  - Contract Bookings: (10 hours or more) must be signed and returned within 7 days of receiving the rental contract
- If the contract is not signed and returned within the required time, all requested rentals will be cancelled and released for sale.
- Signed contracts are to be returned via email or in person to the LBCA Facility Administrator

### PAYMENT POLICY:

- Payment must be provided to complete the booking.
  - Casual Bookings (1- 9 hours): must be paid in full within 48 hours of receipt of the rental contract.
  - Contract Bookings (10 hours or more): payment due the 1<sup>st</sup> of the month, for bookings incurred the following month ie September 1 for bookings in October. A credit card on file that can be automatically charged is preferred.
  - Summer Bookings (July and August): must pay 50% of the total contract within 7 days of receiving the contract. The remaining 50% is due 30 days before the contract start date. Please contact the Facility Administrator for gym summer camp rental policies.
- Alternate payment arrangements can be discussed with the LBCA Facility Administrator. A separate payment contract must be signed and returned should alternate payment be arranged.
- Payment Methods:
  - *A valid credit card on account is preferred for payment scheduling*
  - Cheques are to be made payable to Lake Bonavista Community Association
  - NSF Cheques will result in a \$45.00 NSF fee to the client account
  - In person at the LBCA office via credit card, debit card, cheque or cash
  - Online via your LBCA account: to register or sign in visit [www.thehbca.ca](http://www.thehbca.ca)
  - Via mail to Lake Bonavista Community Association, 1401 Acadia Drive SE, Calgary, T2J 4C6
- If payment (or payment arrangements) has not been made within the required time all requested rentals will be cancelled and released for sale.

### AMENDMENTS & CANCELLATIONS:

#### Casual Bookings (1 – 9 hours per contract):

- Amendments and Cancellations received in writing 30 days prior to the first booking of the contract will receive a full refund.
- Amendments and cancellations received in writing less than 30 days before the first booking will be refunded minus a 25% cancellation fee.

- Cancellations made within 7 days' notice of the first booking are non refundable

Contract Bookings (10 or more hours per contact):

- Amendments and Cancellations received in writing at least 30 days prior to the first booking of the contract will receive either a full refund or full credit on account.
- Cancellations made without 30 days' notice are non-refundable.

Summer Bookings (July/August)

- Amendments and cancellations must be received in writing by May 15.
- Cancellations made after this date are subject to a 25% fee of the total cost of the rental (equal to 50% of the deposit)
- Cancellations made within 30 days of the contract's start date are non-refundable.
- Bookings made after May 15 will fall in the Casual/Contract booking Category.
- Please contact the Facility Administrator for gym summer camp rental policies.

Birthday Parties

- Cancellations received at least 7 days prior to the booking will receive a full refund.
- Cancellations made without 7 days' notice are subject to a 25% fee of the cost of the package.

**MISCELLANEOUS:**

- Booking Contracts are not transferable or saleable in whole or in part.
- LBCA reserves the right to adjust/ modify scheduled bookings to ensure the achievement of operational efficiencies and/or address maintenance issues.
- If the contracted space is unavailable, a comparable alternate space will be offered in its place
- The renter agrees that if LBCA temporarily restricts, removes, or for any reason whatsoever cannot provide the renter with access to, or use of the booked space, neither the renter nor his/her guest shall be entitled to seek any remedy or relief whether by damages or otherwise against LBCA.
- The LBCA will reimburse the renter in full for anytime cancelled by the LBCA.
  - Cancelled casual bookings will be refunded for the cancelled time
  - Cancelled contract bookings will be refunded for the cancelled time
- Any bookings that are cancelled as a result of municipal, provincial or federal restrictions or guidelines will not be billed to the user group.
  - Cancelled casual bookings will be refunded
  - Cancelled contract bookings will be refunded
- The LBCA carries public liability and accident insurance for the protection of spectators and employees. Renters are responsible for such insurance as may be necessary for its personnel and shall assume full liability for any accident occurring in connection within the rental.
  - Personal bookings require adequate homeowner's insurance, tenant insurance or other liability insurance to cover any bodily injury or property damage which might occur to oneself, guests or invitees in the facilities rented
  - Company/League bookings require a Commercial General Liability Certificate of Insurance to cover any bodily injury or property damage which might occur to oneself or one's participants in the facilities rented.

- You may be asked for proof of insurance as part of your contract.
- The renter assumes all responsibility on behalf of all participants, spectators and guests for physical damages to the facility that arise from or are in any way related to the booking whether occurring prior to, during or after the said rental. The renter, participants, spectators and guests absolve LBCA of all liability for personal risk, danger injury or hazards that may occur prior to, during, or after the said rental.
- The renter agrees to return the premises to the LBCA in the same condition in which it was rented. Should damages occur or extra cleaning is required in any ice or room facility, the renter agrees to pay repair costs and/or extra cleaning costs at a rate of \$100 per hour.
- LBCA is not responsible for lost or stolen property. Rental groups are encouraged to ensure all belongings are always secure. LBCA will provide each dressing room with a key for group use.
- Cage Storage Rental: LBCA is not responsible for lost, stolen or damaged property stored in the upper cages. Renters are responsible for providing their own lock to the cage door. The LBCA will provide a key to the main storage room door to the designated contact.
- No open flame, smoking, spit chew, tobacco, vape, marijuana, sunflower seeds, or gambling are permitted in the LBCA or on the surrounding area. LBCA has a zero-alcohol and illegal substance tolerance; consumption and/or possession is strictly prohibited. Anyone under the influence of drugs or alcohol will be refused entry and or removed from the premises and possibly banned from the facility.
- Photographic devices are strictly prohibited in dressing rooms and washrooms.
- Access to MPR, Fitness Studio, and Gym will be provided at the commencement of the rental time. Should the rental space be vacant prior to the rental, access will be granted no more that 15 minutes prior to the rentals.
- If at any time you require first aid, please contact staff at 587-229-7880. There is AED equipment located on the lobby wall outside the small arena.
- Sound system, microphone, screen and projector are available upon request at no extra charge
- Equipment is available upon request at no extra charge (sport balls, nets, rackets, shooter tutors, etc.)
- Outside footwear is not permitted in the fitness studio or gymnasium. Clean, dry indoor footwear is required.
- Dryland training, team warm-up activities, ect, are prohibited in facility common areas
- Political parties and religious groups are welcome to rent our spaces. Campaigning or advertising in public areas is prohibited unless approved by LBCA Facility Administrator at the time of booking and made part of the contract.

#### ICE USERS:

- Dressing rooms are available for arena rental users only. Access to arena dressing rooms (ice bookings) will be available to the renter 30 minutes before and 30 minutes after the rental time. Dressing rooms are assigned on the LBCA reader board (TV) in the lobby.
- Dressing Room garbage cans are to remain in dressing room spaces and not placed in shower rooms.
- Anyone actively participating in hockey/ringette activities must wear a CSA approved helmet. Additionally, it is strongly recommended that full hockey equipment be worn. Unless acting as an instructor, all players 18 years and under require full equipment. The suggested minimum is CSA approval helmet and face protector, neck guard, shin pads, elbow pads and gloves.
- Helmets are strongly recommended for all public skaters (leisure skate, stick and puck, etc.) See Posted Public Skate rules for additional requirements.
- All users must stay off the ice, with gates closed, until the ice resurfacing equipment is off the ice and the overhead door is shut and overhead lights are turned on.

- Writing on arena walls and dasher boards is strictly prohibited and will result in an additional cleaning fee at a rate of \$100/hr. Writing on glass is permitted in designated areas only and must be wiped clean at the end of your ice session. Failure to do so will result in a cleaning fee.
- Goalies: in order to maintain ice integrity, goalies are required to move drills around the ice surface on a regular basis. Groups who leave ice in an unusable/unsafe condition will be subject to any fees incurred for any delays required for ice repair.
- Live Barn is available by subscription and is live streaming on both large and small ice surfaces

I, the Renter, agree on behalf of myself and participants included in my facility booking to adhere all LBCA policies and procedures detailed above and on the LBCA website [www.thehbca.ca](http://www.thehbca.ca) and acknowledge that failure to adhere to the guidelines and policies could result in fines to my account and/or cancellation of bookings or suspension from future facility use and/or access.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_