



## Dressing Room Guidelines

The Abbotsford Centre is pleased to provide ice & dry floor user groups with 2 dressing rooms for use during arena rentals. The following guidelines apply for all arena users:

- The Dressing Rooms are accessible 1 hour before the scheduled rental time and must be vacated within ½ hour following.
- For late night rentals, failure to exit the building within 30 minutes of the end of your scheduled time may result in an additional user fee to offset any extra staffing costs.
- Guests of arena rentals are able to watch, but must sit in Section 100, and stay within the marked areas on the Concourse.
- The rental user group is responsible for ensuring that no damage occurs to the facility, including the dressing rooms for both the home and away teams.
- Score Clock, Dressing Room assignments and Dressing Room keys are located at the Guest Services/Community Office. Please follow dressing room assignments on screen – failure to do so, may result in delay of rental.
  - Dressing Room keys are to be signed out with collateral by either the Coach or designated parent/member – ei: driver's license or keys. We require, name and phone number in case keys are not returned within ½ hour following scheduled rental end time. When the key is returned, they will be signed back in and your collateral will be returned.
  - The key should be kept during the entire rental time to ensure dressing room is locked during rental.
  - If additional rooms are required due to co-ed team, please request at time of sign out and an additional key will be signed out.
  - Referees also require a key for the Ref Rooms and the above rules apply.
- We pride ourselves on providing clean, safe and affordable use of the facilities, please alert us prior to your use of any issues that would interfere with your use and or enjoyment such as damage/vandalism/excessive cleaning required.

- Your group's assistance in maintaining the cleanliness of our dressing rooms and public areas is greatly appreciated.
- Please do not prop open any exterior doors. All entry and exits for the facility should be made through the Main Entrance, located on University Way.
- Free parking is located in the Premium/Production Lots located on College Drive. If you park in the Impark Lots 4 & 5 on University way, you ARE required to pay for parking.
- The Abbotsford Centre is a smoke free and alcohol free environment, including the exterior building envelope.
- Lost and Found is located in the Guest Services/Community Office. Please advise staff as soon as something has been lost or located.
- Unfortunately, despite our efforts, thieves may look for opportunities within our building, please do your due diligence in protecting your valuables. It is recommended that one user from each group collect the correct key from the Community Office for the dressing room door. In addition, we recommend that you take a small bag containing all valuables with you to the player's bench to remain under your supervision during your rental. All items are left at your own risk.

By working together, we can all work to minimize the damage to our arena facilities and maximize the amount of resources spent on improving the building and services that we can offer to the community.