

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

RESERVING CITY FACILITIES

OPERATING PROCEDURE

Approved: 20 May, 2010

1.0 INTRODUCTION

From time to time, an Association team or program may wish to reserve Facilities (meeting room, gym, swimming pool, etc.) for use from the City of Yellowknife. This statement is intended to describe:

- The procedures for reserving City facilities; and
- The responsibility for paying the rental fees.

2.0 SCOPE

This policy applies to all teams or programs which are recognized by the Association. It does not apply to Arctic Winter Games or Canada Winter Games programs which occur outside the Association's purview.

3.0 DEFINITIONS

"team" refers to any league team or development team which is recognized by the Association.

"leader" refers to the adult which has assumed leadership responsibility for a program recognized by the Association

"meeting" refers to a gathering of Association members and/or immediate family members to organize Association programs or events.

"special function" refers to an event outside the Association's regular programs; i.e. Christmas or year-end parties.

4.0 RESERVATION COSTS

The cost of reserving a meeting room to organize Association programs, including Association Tournaments, will be covered by the Association.

The cost of reserving a facility for a special function will be the responsibility of the team or program requesting the facility.

5.0 RESERVATION PROCEDURES

Governors, Coaches, and Team Managers must ensure that the reservation of City facilities follows the procedures outlined below:

- The e-mail request to the City of Yellowknife contact (Booking Clerk) should be copied to the Scheduler and Director of Administration.
- The e-mail request should include the proposed location, date, time duration.
- The City contact will "reply to all" and advise if the requested facility is available

- If the facility is available for the Association event, the Scheduler or designate) can provide Association approval by return e-mail.
- If the facility is available for a special function, the team (not the Association) must pay for the booking directly.

6.0 OTHER

The process for reserving ice time is addressed in the statement entitled: "Reservation of Ice Time."