



# TOWN OF RAYMOND

Adopted By: Administration

Motion:

Authority to Administer: Director of Community Services

Policy Number: OP - 2017-10

## Policy Name

Raymond Public Facility Policy

## Policy Purpose

To set clear guidelines and regulations for Town of Raymond facilities.

## Policy Statement

This policy will serve as a guide for town staff and facility users.

### *Principle for Operation and Use of Facilities*

These facilities are to be operated and used with the following principles:

1. safety
2. service
3. efficiency
4. economy
5. to develop talents and skills
6. make the public aware of physical and cultural activities available in town

### *Administration*

The administration of Town facilities is the responsibility of the Director of Community Services (DCS), who is responsible directly to Raymond Town Council. The DCS may recommend policies as needed to Council for their ratification. He will then be responsible to see that these policies are carried out. The public may make recommendations to with the DCS or the Town Council on any additional policies or changes in policy via written submission. The Town Council will then be charged with making revisions or deletions to this policy manual. Should a situation arise which is not covered by policy, the DCS will be charged with making decisions until such time as the Council can meet to discuss the matter.

### *Staff*

Under the jurisdiction of the DCS, staff are responsible for the safety and efficient operation for Town facilities. The DCS and facility staff shall enforce all policies and regulations as designated by the Town Council. Hiring and firing of staff shall be the responsibility of the DCS, who shall consult Town Council on these matters.

### *Financial Operation*

Financing operating shall be divided into two areas:

1. Income
  - a. tax dollar
  - b. rentals & agreements
  - c. admissions
  - d. grants & donations
2. Expenditures
  - a. operations
  - b. maintenance
  - c. capital
  - d. leadership
  - e. staff training

The budgeting for these facilities shall be the responsibility of the DCS, who shall work the CAO, CFO and Council to arrive at the budget. The purchasing procedure shall be as designated by Town precedent policy used by other departments. Purchase of actual items shall be carried out by the Facilities Foreman. Any capital item or expenditure over \$200.00 must be sanctioned by the Administrator and anything over \$500.00 by the Council.

#### *Maintenance Equipment Operation*

Maintenance and equipment operation shall be the direct responsibility of DCS and staff. The facilities shall be maintained at a high standard of cleanliness and sanitation. Equipment must be kept functioning and in proper working order. Maintenance and repairs of all facilities and equipment of a major nature shall be sublet at the discretion of the DCS in accordance with Town procedure. Council must be informed of this and agree.

Only facility staff can operate Town owned equipment, unless permission is otherwise given by the DCS and the appropriate councillor notified. Rental of Town owned equipment shall be in accordance with Town procedure.

#### *Discipline*

##### Staff

1. Use of alcoholic beverages and or illicit drugs by staff while on duty, or reporting for duty impaired or under the influence of alcohol and or illicit drugs is prohibited. Any staff found in violation of such will be suspended until Council can meet to discuss the disciplinary action to be taken.
2. Smoking on the ice or main arena area, or swimming pool areas is prohibited
3. Staff not treating the public in a courteous manner shall be reported to the DCS and Council for any appropriate action to be designated.

##### Patrons

1. Alcoholic beverages shall not be allowed in any facilities other than Perrett Park. The use of alcohol must comply with Alberta Liquor Laws.
2. Any person or group found with alcohol in their possession, in any Town facility or

park other than Perrett Park, will be ejected and may have privilege for use of the facility suspended. No intoxicated person shall be granted admission to the facilities.

3. As per the Tobacco and Smoking Reduction Act, Statutes of Alberta, Chapter T-3.8, smoking is prohibited in all Town Facilities, and, no person shall smoke within 30ft of a doorway, window or air intake of a public space.
4. Profane or abusive language and conduct considered undesirable will not be tolerated in these facilities. No person shall interfere with, obstruct, impede, hinder, or prevent the discharge of the duties of any attendant, aid, lifeguard, or other person engaged in superintending, controlling, aiding, instructing or over-seeing any Town of Raymond sports program or recreational activity.

Any town official, caretaker, or person duly authorized by the Town Council shall exclude any person from any facility, park or leased land who is guilty of the above, and may remove or have removed any person who is violating any bylaw of the Town of Raymond. Where any damage has been caused by any person in breach of any regulation herein contained or any other regulation of the Town of Raymond, said person may be taken into custody. Any person violating the provisions of these regulations shall, on summary conviction before a Magistrate or Justice of the Peace having jurisdiction, be liable to a penalty not exceeding \$1000.00 and costs. The DCS has a right to ban offenders from use of a facility. Individuals who have their use suspended have a right to appeal to Council.

1. Individuals or groups damaging the premises will be charge with the cost for repairing the damage.
2. A written report shall be presented to Council by the DCS regarding discipline action for willful damage or abusive conduct which has occurred.
3. No loitering anywhere in facilities or areas.
4. No one is allowed on the ice without skates except coaches, aids, timers and town staff.
5. No pop bottles or any other glass containers on ice surface or in pool.
6. Group or club officials negotiating facility use are responsible for the conduct of their members during their allotted time while using the facility.
7. No person using the town facilities shall:
  - a. Plug, tamper with or in any way damage any plumbing, lighting, heating or other fixtures.
  - b. Obstruct the free use and enjoyment of the facility by any other person
  - c. Enter upon the premises of the swimming pool outside the regular swimming hours as set by the Council.
8. No person while in the confines of facility or park area shall:
  - a. Throw or leave paper, cardboard, food refuse, tines, bottles, glass or any matter of any kind likely to prove offensive, injurious, or unsightly; all such matter (on those premises where such materials are allowed) shall be placed in receptacles provided for that purpose or shall be carried away for disposal by the person having such matter in his possession.

- b. Throw or cast any stone or other projectile that would endanger another's safety.
- c. Cut, break, bend or in any way injure or deface any turf, tree, shrub, hedge, plant, flower or grounds ornament.
- d. Permit any livestock or any domestic animal to run at large
- e. Climb upon, deface, or in any way damage any building, wall, fence, gate, sign, seat, bench, exhibit or any ornament.

### *Facility Admissions & Rentals*

Admission and rental charges are recommended by the DCS and are passed by town Council. These shall be available in writing to individuals requesting them. Gate admissions shall be available in writing upon request. Gate admissions shall be posted for the public to see. These admissions shall be reviewed yearly by the Council. The Town may co-sponsor special activities from time to time where no fees will be charged.

### *Concession*

Concession areas can be leased out and agreement will be on file at Victoria Sports Park. Facility staff will not be held responsible or be expected to do janitorial services or to open these premises. These items will pertain to good, which would normally be found in this type of concession. Hours of operation will be mutually agreed on by the DCS and persons leasing the concession areas. These hours will be posted.

### *Advertisement*

The Town has the rights to all advertisements in the facility and no group or persons using this facility may advertise other than what is agreed to by the Facilities Foreman. This does not cover portable equipment which is used in the activity or event that is taking place.

### *Security*

The arena staff is responsible for security of the facility unless otherwise indicated by contract. Any problems of major concern which arise, the staff are authorized to phone the police immediately. All lights and doors are to be checked prior to staff leaving for the night. Morning staffs are to check to see that the building was secured throughout the night. During the time that the building is in operation, staffs are to do periodic checks.

### *Keys*

All keys must be signed out and a deposit of \$10.00 is to be left for security to be sure keys are returned.

### *Parking*

All Town Bylaws and posted signs will be adhered to by the public, and should the public not respect these regulations the police will be notified and vehicles will be towed away at the owners' expense.

### *Cleanliness*

All groups using the public room 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 Town crews. Groups using the arena and

dressings 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.

#### *Holidays*

On all statutory holidays, all the facilities will be closed unless prior arrangements are made with the DCS. Double rental rates will be charged for all facilities on these days.

#### *Facility Reserving Policy*

Persons of groups wishing to use the public meeting room or park facilities on specific occasions shall:

A calendar of all reservations made through the office shall be posted on the town website.