

Corporation of the City of Clarence-Rockland

Sports Field Rental Policy

MF2023-01 - Operations Services

Effective on May 1, 2023

As adopted by (resolution/regulation number)

1.0 Policy Statement

The City of Clarence-Rockland provides the community with sports fields to encourage residents to lead a healthy and active lifestyle.

2.0. Goal and Objective

The goal of this policy is to put forth a set of principles and guidelines which are required for rental management of sports fields under the responsibility of the City of Clarence-Rockland's Operations Services.

3.0 Definitions

« Department », refers to the City of Clarence-Rockland's Operation Services.

« Seasonal permit holder », refers to a group who rents a municipal sports field on a regular and ongoing basis throughout a season.

« Casual permit holder », refers to a group who rents a municipal sports field on a sporadic and irregular basis.

« Special events », refers to any activity which is sporadic and falls outside of regular seasonal requests (ex. Tournament).

« Exceptional circumstances », means extreme weather conditions which make the sports fields unusable.

4.0 Scope

This policy applies to all municipal sports fields permit holders.

5.0 Procedures and Guidelines

5.1. Facilities

The Department is responsible for managing the following sports fields:

Baseball fields

- ❖ St-Pascal Park – 2410 Du Lac Road, St-Pascal
- ❖ Bernard Valiquette Park – 19 Lavigne Road, Bourget
- ❖ Hammond Park – 3154 Gendron Road, Hammond
- ❖ Simon Park – 1450 Du Parc Avenue, Rockland
- ❖ (Small field) Simon Park – 1450 Du Parc Avenue, Rockland
- ❖ Clarence Creek baseball field – 418 Lemay Street, Clarence Creek

Soccer fields

- ❖ Patricia Charron Park – 2637 Patricia Street, Rockland
- ❖ Dutrisac Park – 203 Sandra Street, Rockland
- ❖ Cheney Park – 205 Grand Tronc Road, Cheney
- ❖ Cathy-Cain Park – 374 McDermott Promenade, Clarence Creek
- ❖ Bernard Valiquette Park – 19 Lavigne Road, Bourget
- ❖ Clarence-Rockland Arena – 20 Allée Canadian, Rockland
- ❖ École secondaire catholique l'Escale – 1535 Du Parc Avenue, Rockland

Flag football /Ultimate frisbee fields

- ❖ École secondaire catholique l'Escale – 1535 Du Parc Avenue, Rockland

Pickleball courts

- ❖ Simon Park – 1450 Du Parc Avenue, Rockland
- ❖ Mountainview Park – 189 Adrien Street, Rockland
- ❖ Clarence-Creek Park – 418 Lemay Street, Clarence Creek
- ❖ Laviolette Park – 1037 Laviolette Street, Rockland
- ❖ École Sacré Cœur – 2233 Dollard Street, Bourget
- ❖ Richelieu Grande-Rivière Park – 975 Laporte Street, Rockland
- ❖ Cathy-Cain Park – 374 McDermott Promenade, Rockland
- ❖ Hammond Park – 3154 Gendron Road, Hammond

Tennis courts

- ❖ Simon Park – 1450 Du Parc Avenue, Rockland
- ❖ Clarence-Creek Park – 418 Lemay Street, Clarence Creek
- ❖ Hammond Park – 3154 Gendron Road, Hammond

5.2. Season

The sports fields season begins on May 15th and ends on October 15th. The Department reserves the right to modify these dates due to exceptional circumstances.

5.3. Rental Application

The rental application process for all sport fields is managed by the Department. Please note that Tennis courts and Pickle Ball courts are free of charge and can be utilize during hours of operation on a first come basis.

5.4. Allocation of Field Rental Time

5.4.1. *Priority – Seasonal permit holders*

For Seasonal permit holders, allocation for regular and special events will be allocated as follows:

- 1- City of Clarence-Rockland programming
- 2- Local youth sports associations
- 3- Local adult sports leagues (according to seniority)
- 4- Non-local youth sports associations
- 5- Non-local adult sports leagues
- 6- All other requests

5.4.2. *Exceptions - Priorities*

The Department reserves the right to change the order of priority described under paragraph 5.4.1. should they consider such changes essential to the effective management of the sports fields.

5.4.3. *Priority – Casual permit holders*

Priority for rental will be allocated on a “first come first serve” basis.

5.4.4. *Sports field schedule*

A one-hour rental period includes the time required to set up the field (ex. marking of field lines, installation of goals, installation of nets) and the time required to remove equipment from the field. Permit holders must respect their allocated time and use the field during the time of their reservation.

5.5. Refund, Return, and Cancelation

Other than for circumstances deemed exceptional by the Department, there will be no refunds, no returns, and no cancellations. In the event of inclement weather conditions, the Department allows permit holders to reschedule to a later date, at no extra cost.

5.5.1 Hours reserved for special events may be refunded as follows:

- Should the permit holder cancel their reservation at least 20 business days (4 weeks) prior to the scheduled activity, a full refund will be issued.
- Should the permit holder cancel their reservation 10 business days (2 weeks) prior to the

scheduled activity, a partial refund of 50% will be issued.

- Should the permit holder cancel their reservation less than 10 business days (2 weeks) prior to the scheduled activity, no refund will be issued.

Any reservation cancellations that do not fall within the categories mentioned above will not be refunded.

5.6. Cost of Repairs

The Department reserves the right to invoice the permit holder for the cost of any repairs needed due to excessive field use (ex. Use of field during heavy rainfall, use of field which is not compatible with normal usage, etc.)

5.7. Rental Fees

See permit holder fees and regulations for a complete list of all sports field rental rates.

5.7.2. Payment

Seasonal permit holder

Seasonal permit holders shall have 3 weeks following the start of the season to pay their invoice in full.

Casual permit holder

Prior to their rental date, casual permit holders will receive an invoice through the online portal. Payments must be received before the rental date. The Department reserves the right to cancel the rental if payment has not been made in time.

Late payment

Late payments shall be subject to applicable municipal policies. Late fees will apply with no exception.

Ongoing rates

Rental rates are in effect May 1st to November 1st of each year. Rates shall be reviewed during the municipal budgetary process.

5.8 Responsibilities

City:

Baseball fields: All field maintenance
Provides Chalk powder and applicator.

Tennis courts: All courts maintenance
Provides nets

Soccer fields: All field maintenance

Users:

All field and courts: Provides personal equipment (baseball gloves, bats, bases, soccer nets, balls ect..)
Line application

6.0 Liability Insurance

Prior to the rental period, the permit holder must obtain a \$2,000,000 liability insurance and the liability insurance certificate must designate the City of Clarence-Rockland as an additional insured on the policy.

7.0. Revisions and Amendments

<i>Date:</i>	<i>Reviewed by:</i>	<i>Staff Report No.</i>
<i>January 2023</i>	Alain Hupé, Manager	
<i>February 2023</i>	Jean-Luc Jubinville, Director	