

1. The Client agrees to adhere to all deadlines (i.e. Application, schedules, etc.) as set forth by the Facility Scheduling Office.
2. The Client agrees to pay all rental fees and other charges in advance of use as per the payment schedule set forth by the Facility Scheduling Office and as outlined on the Rental Contract/Permit. Note that under certain circumstances, the option of a payment plan may be available.
3. Clients must have a copy of their Facility Rental Contract available for verification while using any facility in case of any unauthorized use.
4. ONCE ICE/DRY FLOOR TIME HAS BEEN CONFIRMED BY FACILITY SCHEDULING STAFF, TIME WILL NOT BE PERMITTED TO BE CANCELLED. COSTS INCURRED REMAIN THE RESPONSIBILITY OF THE CLIENT. However, if adequate notice is given to the Scheduling Office (7 Business Days) and staff are able to reallocate the time, your account will be credited appropriately.
5. All bookings must be made through the Facility Scheduling Office.
ANY UNAUTHORIZED CHANGES IN FACILITY USE AND/OR SUBLETTING OF TIME IS NOT PERMITTED.
6. The Client Must:
 1. Ensure that Emergency Evacuation plans are followed (as posted) and must be responsible for any other emergency situation(s) that may occur with participants on or off the ice
 2. Abide by all notices and regulation signage posted in the facility
 3. Ensure Coaches are the first in and last out of the dressing rooms - Participants are NOT to be left unattended in dressing rooms
 4. Must assure adequate supervision and control during the rental period (children under the age of 12 must have adult supervision)
 5. Be responsible for the behavior of participants/spectators
 6. Ensure that the facility (including dressing rooms) is left in the same condition as when you arrived
 7. Return any and all equipment used during the rental period to its proper location
 8. End the rental on time and leave the ice/floor when directed (All one hour arena rentals are 50 minutes in duration due to the resurfacing of the facility. Bookings start on the hour and run until 10 minutes to the hour.)
 9. Adhere to all regulations as outlined on the contract or as issued in conjunction with the contract
 10. Leagues/Seasonal Clients agree to provide Proof of Liability Insurance to the Facility Scheduling Office prior to or at the time that their Facility Rental Contract is signed and paid for.
7. The consumption and/or selling of ALCOHOLIC BEVERAGES in any of the four municipal arenas is strictly prohibited, as is SMOKING and/or the use of CHEWING TOBACCO.
 - Failure to comply will result in the loss of your next scheduled booking.
 - A second offence will result in the cancellation of the rental contract for the remainder of the season and the loss of priority booking status for the following season.
 - Depending on the severity of the incident, fines may be levied against the offending group.
 - Non “seasonal” rentals (one time individual bookings) must comply as outlined above or be subject to fines. Future rental requests will not be considered.
8. Failure to comply with the conditions of this Facility Rental Contract will result in the immediate loss of contract and/or future booking privileges.
9. By accepting this contract, the Client agrees to accept all responsibility for any damage to property or facilities caused by usage and/or damages sustained by participants or spectators and agree to indemnify Halifax Regional Municipality safe and harmless of any and all responsibility.
10. Inappropriate behavior and inappropriate use of municipal arenas, as well as the disregard for processes and procedures are taken seriously. Should any situation warrant review, there is a fining system in place and fines may be levied if and when required:

First Offence:	\$150.00	Second Offence:	\$300.00	Third Offence:	\$500.00
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11. The Facility Scheduling Office reserves the right to cancel arena time due to inclement weather and in order to accommodate tournaments, provincials, special events, etc., as required.

Organization/league/user name: (please print): _____

As per (signature): _____ Date: _____

Staff Signature: _____ Date: _____