



Capital Regional District

Notice of Meeting and Meeting Agenda

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, November 07, 2023

6:30 PM

SEAPARC Board Room
2168 Phillips Rd
Sooke, BC V9Z 0Y3

A. Beddows (Chair), D. Bishop (Vice Chair), D. Little, J. Perkins, M. Tait, A. Wickheim

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

- 3.1. Minutes from the October 3, 2023 Sooke & Electoral Area Parks and Recreation Commission.

Recommendation: That the minutes of the Sooke & Electoral Area Parks and Recreation Commission of October 3, 2023 be adopted as circulated.

Attachments: Minutes: October 3, 2023

4. Chair's Remarks

5. Presentations/Delegations

- 5.1. Matt Banner; Junior A Hockey Team

6. Commission Business

- 6.1. Sooke Fine Arts Society 2024-2029 Rental Rates

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the rate of 65% of the Complex - Dry Floor Non-Profit for arena rental for the Sooke Fine Arts Show, to be reevaluated in five years.

Attachments: Staff Report: Sooke Fine Arts Society 2024-2029 Rental Rates
Appendix A: 2023/2024 Fees & Charges Bylaw
Appendix B: Sooke Fine Arts Show Rate Analysis

- 6.2. Third Quarter Financials

Recommendation: There is no recommendation. This report is for information only.

Attachments: Staff Report: Financial Statement of Operations – Third Quarter of 2023

6.3. Facility Rental Policy Amendment

Recommendation: That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment to Policy No. A-100.03 Facility Rental.

Attachments: Staff Report: Facility Rental Policy Amendment
Appendix A: Policy No. A-100.03 Facility Rental

6.4. SEAPARC Road Sign Renewal – Verbal Update

7. Correspondence

8. Notice(s) of Motion

9. New Business

10. Adjournment

11. Next Meeting: December 5, 2023 at the call of the chair



Meeting Minutes

Sooke & Electoral Area Parks and Recreation Commission

Tuesday, October 3, 2023

6:30 PM

SEAPARC Board Room
2168 Phillips Road,
Sooke, BC V9Z 0Y3

Present:

Commissioners: A. Beddows (Chair), D. Bishop (Vice-Chair), D. Little, J. Perkins, M. Tait, A. Wickheim

Staff: M. Alsdorf, Manager, SEAPARC Recreation; C. Hoglund, Program Services Manager; M. Medland, Senior Financial Advisor; M. MacKeigan, Administrative Secretary (Recorder)

Chair Beddows called the meeting to order at 6:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Little, **SECONDED** by Commissioner Wickheim,

That the agenda for the October 3, 2023 session of the SEAPARC Commission be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Little, **SECONDED** by Commissioner Bishop,

That the minutes of the Sooke & Electoral Area Parks and Recreation Commission meeting of September 5, 2023 be adopted as circulated.

CARRIED

4. CHAIR'S REMARKS

There was no report.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

There were no delegations.

6. COMMISSION BUSINESS

6.1. Program Services Update

M. Alsdorf provided an overview of the report. There was no discussion.

There is no recommendation. This report is for information only.

6.2. Road Sign Renewal

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- Funding covers full replacement of the LED signs and the facility signs on the same post.
- Review of the tender process.
- Light pollution, ability to dim the sign from dusk to dawn.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Wickheim,

The Sooke & Electoral Area Parks and Recreation Commission recommends to the CRD Board: That the 2023 SEAPARC Capital Plan be amended to include \$45,000 for road sign replacement, funded by capital reserves.

CARRIED

6.3. 2024 Service Planning

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- The role of the proposed Manager of Operations position.
- Organizational chart, current manager positions.
- Population growth and the increase demand on existing recreational facilities, while maintaining or improving facility standards.
- Increased demand in expanding amenities.
- Reliance on one staff member for the overall operation of the pool and arena.

MOVED by Commissioner Tait, **SECONDED** by Commissioner Little,

The Sooke & Electoral Area Parks and Recreation Commission recommend the Committee of the Whole recommends to the Capital Regional District Board: That Appendix A, Community Need Summary – Arts & Recreation, be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

CARRIED

Opposed: Bishop

6.4. 2024 Budget Review and Approval Process

M. Alsdorf provided an overview of the report. The commission discussed the following topics:

- Auxiliary positions and scheduling.
- Tax requisitions to user pay ratio.
- Radio replacement, purchase, or lease.
- Capital Reserve Funds, proportion from tax requisitions.

MOVED by Commissioner Wickheim, **SECONDED** by Commissioner Little,

The Sooke & Electoral Area Parks and Recreation Commission recommend the Committee of the Whole recommends to the Capital Regional District Board: That Appendix A, 2024-2028 SEAPARC Budget be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan

CARRIED

6.5. Skate Park – Verbal Update

M. Alsdorf provided an overview of the skate park project, the two companies provided various preliminary budgets that can vary based on the design features of the park. The next step is to go to tender for community engagement and conceptual design. The commission discussed the following topics:

- Size of the skate park, comparison to other skate parks in Greater Victoria
- ALC approval for construction

7. CORRESPONDENCE:

There were no correspondence.

8. NOTICE(S) of MOTION:

There were no notices of motion.

9. NEW BUSINESS:

The commission discussed the following:

- School District 62 statistics on registration numbers for the 2023 school year.
- Location of AED's in the facility.
- Report of issues with the hot water in the arena dressing rooms.
- Sooke Minor Hockey Association rink board dividers, is there any risk or liability with SMHA members completing the set-up/takedown.

10. ADJOURNMENT:

MOVED by Commissioner Tait, **SECONDED** by Commissioner Little,

That the October 3, 2023 meeting of the Sooke & Electoral Area Parks and Recreation Commission be adjourned at 8:07 pm.

CHAIR

RECORDER



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, NOVEMBER 07, 2023

SUBJECT **Sooke Fine Arts Society 2024-2029 Rental Rates**

ISSUE SUMMARY

To determine rates for Sooke Fine Arts Society arena rental for the annual Sooke Fine Arts Show for the next five years.

BACKGROUND

The Sooke Fine Arts Society is a not-for-profit organization, bringing artists, volunteers, visitors, and art patrons together in celebration of the arts. The Society's feature event is the Sooke Fine Arts Show. This annual event has taken place for 37 years and occurs each July/August for approximately 10 days with 30-35 days of set-up and take-down required.

In September 2013, the SEAPARC Fees and Charges Policy was updated to include a dry floor non-profit daily rate. In 2016, SEAPARC Commission approved a rental rate increase of 2% per year on top of any annual increases, to be implemented through 2017-2020, to work towards achieving 20% of the established rental fees (Ice-Adult Prime) in the fees and charges bylaw.

There was no art show in 2020, and an online virtual show was offered in 2021, due to the COVID Pandemic. The show returned to its original format in 2022. Considering the challenges experienced managing through the COVID pandemic, SEAPARC honoured the 2020 rates for the 2022 Sooke Fine Arts Show.

For the 2023 event, the Commission approved a rental rate of 63% of the fees & charges bylaw dry floor non-profit rate for the arena complex. In addition to the reduction in rental rate, SEAPARC has traditionally sponsored the event by providing arena change rooms, arena lobby, scissor lift use at no cost with a value of approximately \$14,000 in 2023. The rental discount for arena floor rental in 2023 totaled \$11,544.

Determining a rental rate for the next five years will assist with long term planning for the Sooke Fine Arts Society and SEAPARC budgeting. Staff have consulted with Sooke Fine Arts Society staff regarding rental rates and have considered viability of the Sooke Fine Arts Show and operating costs. The rental rates and discounts are provided in Appendix B.

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the rate of 65% of the Complex - Dry Floor Non-Profit for arena rental for the Sooke Fine Arts Show, to be reevaluated in five years.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission does not approve a discounted rate for the Sooke Fine Arts Show.

IMPLICATIONS

Social Implications

The Sooke Fine Arts Show garners a wide range of involvement and participation. It is an opportunity to celebrate the arts, bringing people from across the region to the Sooke and Juan de Fuca Electoral areas.

Financial Implications

The alternatives included in this report represent a desirable level of cost recovery for 2024 and beyond in response to increased facility operation costs including utilities, supplies, insurance and building maintenance. A subsidized rate has historically been provided for the Sooke Fine Arts Society, in consideration of the financial constraints of delivering their premiere event.

The Fees and Charges Bylaw states that special events such as this may be priced and supported differently than other programs and rentals, depending on the community benefit and achievement of socially worthwhile goals.

Service Delivery Implications

SEAPARC staff provide general facility support and supplies for set up, take down and show implementation as required.

CONCLUSION

The Sooke Fine Arts Show is a premiere event for Vancouver Island. A rental rate increase is required to ensure a reasonable cost recovery, while providing a subsidized rental rate for the Sooke Fine Arts Society.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the rate of 65% of the Complex - Dry Floor Non-Profit for arena rental for the Sooke Fine Arts Show, to be reevaluated in five years.

Submitted by:	Melanie Alsdorf, Manager, SEAPARC Recreation
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ATTACHMENT(S)

- Appendix A: 2023/2024 Fees & Charges Bylaw
- Appendix B: Sooke Fine Arts Show Rate Analysis

APPENDIX A
Proposed 2023/24 Fees & Charges

SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2023

DROP-IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 6.75
	10x	\$ 60.75
	1 month	\$ 67.50
	3 month	\$ 150.00
	12 month	\$ 410.00
Senior (60+)	Single Admission	\$ 5.00
	10x	\$ 45.00
	1 month	\$ 50.00
	3 month	\$ 150.00
	12 month	\$ 410.00
Student (19+)	Single Admission	\$ 5.00
	10x	\$ 45.00
	1 month	\$ 50.00
	3 month	\$ 150.00
	12 month	\$ 410.00
Youth (13 – 18)	Single Admission	\$ 3.75
	10x	\$ 33.75
	1 month	\$ 37.50
	3 month	\$ 90.00
	12 month	\$ 240.00
Child (5 – 12)	Single Admission	\$ 3.25
	10x	\$ 29.25
	1 month	\$ 32.50
	3 month	\$ 75.00
	12 month	\$ 204.00
Family (Maximum 5)	Single Admission	\$ 13.50
	10x	\$ 121.50
	1 month	\$ 135.00
	12 month	\$ 820.00
Commercial Access	Single Admission	\$ 20.00
Preschool Age (4 and under)	Single Admission	\$ 0.00

MISCELLANEOUS ADMINISTRATION (Includes applicable tax)	
Administration Fee Annual Pass	\$ 25.00
NSF Cheque / Declined Credit Card Fee	\$ 25.00
Card Replacement / Refund	\$ 5.00
Late Withdrawal Fee	\$10.00
Towel Rental	\$ 3.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00

APPENDIX A
Proposed 2023/24 Fees & Charges

FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 618.00
Zamboni Ad (per year)	\$ 1,030.00
Brochure Advertising	Negotiated

POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Pool Rental (includes 2 guards)	\$ 157.00
Pool Rental Lifeguard/Instructor (additional staff)*	\$ 38.50
Lane Rental – Adult / Commercial	\$ 26.00
Lane Rental – Youth	\$ 13.50
*Lifeguard/Instructor additional charge if required based on Lifeguard to Patron ratio	

ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime	\$ 230.00
Ice - Adult Non-Prime	\$ 192.00
Ice – Youth Prime Rate	\$ 127.00
Ice – Youth Non-Prime	\$ 109.00
Ice – Youth Early Morning Resident	\$ 55.00
Ice – Youth Early Morning Non Resident	\$ 109.00
SD 62 School Use	\$ 84.50
Dry Floor – Adult	\$ 77.25
Dry Floor – Youth	\$ 40.00
Dry Floor – Commercial	\$ 113.00
Arena Staff	\$38.50
Arena Office Space – fee per month	\$ 347.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day)	\$ 1,236.00
Complex – Dry Floor Non Profit (Move In/Out)	\$ 618.00
Complex – Dry Floor Commercial (per day)	\$ 1818.00
Complex – Dry Floor Commercial (Move In/Out)	\$ 909.50
Concession – Non Profit (per day)	\$ 25.00
Concession – Commercial (per day)	\$ 150.00
As per Fees & Charges Policy: Prime Time Rate: 4pm-10pm weekdays; 8am-10pm weekends Early Morning Rate: 12am-8am Non-Resident: Less than 75% of members living in SEAPARC service area	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 3.50
Skate Rental – Family Rate (Maximum 5)	\$ 7.00
Skate Sharpening	\$ 5.00
Skate Sharpening 10x	\$ 45.00

APPENDIX A
Proposed 2023/24 Fees & Charges

SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 21.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 33.00
Multipurpose Room – Full Room	\$ 66.00
Parking Lot (daily rate per ¼ of parking lot)	\$ 75.00
Facility Rental for Commercial Film Rental	Negotiated
Fitness Instructor	\$ 49.50
Maintenance Staff	\$ 49.50
Table Rental (per booking)	\$ 3.00
Chair Rental (per booking)	\$ 1.00

SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Adult Per Game	\$ 27.00
Youth Per Game	\$ 12.50
Commercial / Community Event	Negotiated

SOOKE SKATE PARK / BIKE PARK FACILITY (Subject to applicable tax)	
Community Event	Negotiated

SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)	
Youth	\$ 15.00
Adult	\$ 30.00
Commercial	\$ 60.00

GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	\$ 16.50
Adult 10x	\$ 148.50
Adult/Senior – Season Pass	\$ 475.00
Senior (60+)	\$ 15.00
Senior (60+) 10x	\$ 135.00
Youth (8-16)	\$ 10.50
Youth 10x	\$ 94.50
Youth – Season Pass	\$ 225.00
Family (Max 4 incl. 2 adults)	\$ 43.00
Extra Round	\$ 10.00
Pull Cart Rental	\$ 5.00
Club Rental	\$ 7.00
Golf Tournament Fee	Negotiated

Sooke Fine Arts Show Rate Analysis

Year	Discount	% of rate	Move in/Move out Rate (per day)			Event Rate (per day)			Estimated Rental Contract	Estimated Rental Discount *
			Fees & Charges	SFA Rate	Discount (per day)	Fees & Charges	SFA Rate	Discount (per day)		
2023	37%	63%	\$ 600.00	\$ 378.00	\$ 222.00	\$ 1,200.00	\$ 756.00	\$ 444.00	\$ 19,856.00	\$ 11,544.00
2024		65%	\$ 618.00	\$ 401.70	\$ 216.30	\$ 1,236.00	\$ 803.40	\$ 432.60	\$ 20,888.40	\$ 11,247.60
		100%	\$ 618.00	\$ 618.00	\$ -	\$ 1,236.00	\$ 1,236.00	\$ -	\$ 32,136.00	\$ -

* Estimated Rental Discount does not include the free use of lobby and change room spaces



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, NOVEMBER 07, 2023

SUBJECT Financial Statement of Operations – Third Quarter of 2023

ISSUE SUMMARY

To provide financial information for the third quarter of 2023.

BACKGROUND

The third quarter financial results are now available for the period ended September 30, 2023.

We continue to see strong membership sales in the third quarter with 2023 revenue projections exceeding 2022 by 65%. Fitness & weights continues to significantly out-perform 2023 budget expectations, while the pool and community recreation are outperforming above third quarter estimates. There has been strong uptake of use of the DeMamiel Creek Golf Course this year with minimal weather impacts on operations. With more robust operational procedures in place at the golf course, staff have been better able to capture revenue in comparison to 2022. Close monitoring of discretionary expenditures for all program areas will continue to minimize cost overruns.

After nine months of operations, actual results should be at 75% of budget utilization.

- Overall revenue is 95% of budget utilization through the third quarter.
- Third quarter membership revenue is 37% above budget.
- Pool drop-in admissions, programs, and rental revenue are averaging 106% above budget. Associated expenses average 81% of budget utilization.
- The chiller replacement project delayed ice access by 2 weeks which had a minor impact on our revenues projected for 2023; the impact was a decrease of 1%.
- Community recreation revenue for rental of the multi-purpose room is 77% of budget utilization. All program revenue is averaging 76%, with early years programs below expectation at 32%. Community recreation expenses are averaging 74% for the third quarter.
- All expenses for fitness and weights, pool, golf, arena, and community recreation are closely monitored. Due to increase demand for our facilities and programs we experienced a modest increase in year-to-date expense numbers above forecast. This increase is predominantly wages and supplies.
- Overall direct and indirect operating costs are on budget with an average of 77% for the third quarter.

CONCLUSION

SEAPARC is a hub for the greater Sooke and Juan de Fuca electoral area community. We continue to see significant interest in our facilities and service offerings. Our financial performance for the third quarter is well above budget expectations and we are projecting a surplus by year end. Fitness & weights, pool, and golf are projected to continue to out-perform budget expectations. This will help to balance out areas that fall short of budget expectation, such as

community recreation programs and outdoor facilities.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Shari Mason, Administrative Services Coordinator, SEAPARC
Concurrence:	Melanie Alsdorf, Manager, SEAPARC



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REPORT TO THE SOOKE & ELECTORAL AREA PARKS AND RECREATION COMMISSION MEETING OF TUESDAY, NOVEMBER 07, 2023

SUBJECT Facility Rental Policy Amendment

ISSUE SUMMARY

The purpose of introducing a facility rental policy is to ensure consistent standards and procedure for rentals of SEAPARC facilities.

BACKGROUND

Policy No. A-100.03 – Facility Rental was approved by the Commission at the June 6, 2023 meeting. Staff identified an error in the policy regarding the dates for booking requests.

Currently the policy states:

Booking requests will be accepted seasonally as follows:

- *January to April and dryfloor arena bookings – request Nov 1 - 15*
- *May to June – request March 1 - 15*
- *September to December – request July 1-15*

The months of July and August are missing for the spring/summer season. The revised section states:

Booking requests will be accepted seasonally as follows:

- *January to April and dryfloor arena bookings – request Nov 1 - 15*
- *May to August – request March 1 - 15*
- *September to December – request July 1-15*

ALTERNATIVES

Alternative 1

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment to the Facility Rental Policy A-100.03.

Alternative 2

That the Sooke & Electoral Area Parks and Recreation Commission does not approve the amendment to Facility Rental Policy A-100.03.

CONCLUSION

The update to this policy ensures clarity for facility booking seasons.

RECOMMENDATION

That the Sooke & Electoral Area Parks and Recreation Commission approve the amendment to Policy No. A-100.03 Facility Rental.

Submitted by:	Colleen Hogle, Program Services Manager, SEAPARC
Concurrence:	Melanie Alsdorf, Manager, SEAPARC

ATTACHMENT(S)

Appendix A: Policy No. A-100.03 Facility Rental



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CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Commission		
Section	SEAPARC		
Title	FACILITY RENTAL		
Adopted Date	June 6, 2023	Policy Number	A-100.03
Last Amended	November 7, 2023		
Policy Owner	SEAPARC		

1. POLICY:

This policy provides guidelines and procedures for rental of SEAPARC owned or operated facilities.

2. PURPOSE:

The purpose of this policy is as follows:

1. To provide a fair and consistent approach to rental requests for SEAPARC facilities.
2. To ensure all interested community organizations, businesses and residents have balanced access to facilities.
3. To ensure the Commission's resources are used effectively and efficiently in the achievement of its goals and objectives.

3. SCOPE:

This policy applies to anyone renting a facility that SEAPARC owns/operates that is not directly associated with SEAPARC operations and directs SEAPARC staff in management of these facility rentals.

4. DEFINITIONS:

Special Event: A festival, tournament, competition, show or ceremony which attracts participants and spectators. A special event may be organized by SEAPARC staff and/or non-profit or for-profit organizations or business. Includes users who either are not charging an entrance fee or are charging a fee as a fundraising event for a non-profit activity or are offering a free event or activity open to the public. Events may be priced and supported differently than other programs and rentals, depending on community benefit and achievement of socially worthwhile goals.

Organized Youth Groups/Associations: A non-profit user group that offers supervised, structured activity involving skill development for ages Birth-18 years. Membership must be solicited through an open public registration.

Organized Adult Groups/Leagues: A non-profit user group that offers structured activity and whose vast majority of members are over 18 years of age.

Private Individual/Community Group: A non-profit user group that offers supervised, structured activity, without an open public registration process. This includes individuals or groups booking for an activity such as a birthday party, family reunion or group gathering.

Commercial Groups: Includes for profit business or organizations that are charging an entrance or registration fee or are offering a program or event where users pay to participate OR anyone who intends to carry out work or an activity with the intent of monetary return.

School Users: The Sooke School District 62 reciprocal agreement governs use and priority allocation of all SEAPARC facilities.

5. PROCEDURE:

Users must contact SEAPARC to request use of a SEAPARC operated facility space. Commercial use must align with SEAPARC's overall guiding principles of providing recreational opportunities.

All approved rental requests will require a signed facility rental agreement, appropriate insurance, and fee as per the applicable rate in the SEAPARC Recreation Fees and Charges Bylaw. All user groups must abide by SEAPARC's code of conduct.

No renter shall be allowed to sub-lease or rent the facility contracted to them to any other individual or group; any changes to the contracted rental agreement must be processed through the SEAPARC administrative office.

Priority of Use

The following level of priorities shall be respected in the allocation of facility spaces:

1. SEAPARC programs/services
2. School District 62 use during school hours
3. Organized youth groups/associations
4. Organized adult teams/leagues
5. Private individuals/community groups
6. Commercial groups

Within the category of organized youth and organized adult groups, priority shall be given to local groups. Local groups must have at least 75% of its membership as residents within the SEAPARC service area.

Rental Requests

Booking requests will be accepted seasonally as follows:

- January to April and dryfloor arena bookings – request Nov 1 - 15
- May to August – request March 1 - 15
- September to December – request July 1-15

Once seasonal rental requests are prioritized and booked for the season, all other bookings will be on a first come, first served basis.

Billing & Payment

Payment must accompany all facility rental requests with the following exceptions:

- Facility rentals for user groups with regular weekly bookings for a period of more than 3 months. Rentals meeting this classification are eligible for monthly payment plans with the payment due on the last day of the month for the next month's bookings.
- Bookings for Special Events. Rentals meeting this classification require a deposit of 25% of the total rental charge at the time of booking with the balance due 14 days prior to the rental date.

Interest will be charged at 1.5% monthly on all outstanding amounts not received within 30 days of the payment due date.

Cancellation

The renter must provide 10 days' cancellation notice to receive a full refund. If less than 10 days' notice is provided, a refund will only be issued if staff are able to resell the space.

SEAPARC reserves the right to cancel rental agreements and shall not be responsible for any associated costs incurred by the renter or others.

Exceptions

The Priority of Use and Rental Request sections do not apply to arena ice rental. The Ice Allocation Policy provides specific procedures for this.

6. SCHEDULE:

7. AMENDMENT(S):

Adoption Date	Description:
June 6, 2023	<i>New policy to guide facility rental requests for SEAPARC facilities.</i>

8. REVIEW(S):

Review Date	Description:
November 7, 2023	<i>Revise dates for facility booking requests.</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- SEAPARC Recreation Fees and Charges Bylaw
- SEAPARC Code of Conduct
- Sooke School District 62 Reciprocal Agreement
- CRD Clean Air Bylaw