

# APPLICATION FOR RECREATION CENTRE USE

This form may be filled out electronically and emailed/faxed to the Rental Facility

## Facility

Cathedral Neighbourhood Centre  
 Core-Ritchie Neighbourhood Centre  
 Glencairn Neighbourhood Centre  
 South Leisure Centre  
 North West Leisure Centre  
 Sandra Schmirler Leisure Centre  
 Fieldhouse Leisure Centre  
 Lawson Aquatic Centre

## Phone Numbers

306-777-7034  
 306-777-7080  
 306-777-7747  
 306-777-7031  
 306-777-PLAY (7529)  
 306-777-PLAY (7529)  
 306-777-PLAY (7529)  
 306-777-PLAY (7529)

## Emails

[cathedral@regina.ca](mailto:cathedral@regina.ca)  
[coreritchie@regina.ca](mailto:coreritchie@regina.ca)  
[glencairn@regina.ca](mailto:glencairn@regina.ca)  
[southleisure@regina.ca](mailto:southleisure@regina.ca)  
[nwlc@regina.ca](mailto:nwlc@regina.ca)  
[sslc@regina.ca](mailto:sslc@regina.ca)

## Facsimile Numbers

306-777-6833  
 306-777-6835  
 306-777-6836  
 306-777-6838  
 306-777-6831  
 306-949-7207  
 306-777-6956  
 306-777-7959

SPACE IS CONFIRMED ONCE THIS APPLICATION HAS BEEN PROCESSED AND YOU HAVE A SIGNED CONTRACT PLEASE ALLOW 2 WEEKS TO PROCESS YOUR REQUEST

Facility: \_\_\_\_\_

Organization: \_\_\_\_\_ \*Non-Profit ISC # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Position with Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

Postal Code: \_\_\_\_\_ Primary Phone # \_\_\_\_\_ Secondary Phone # \_\_\_\_\_

\*Applications on behalf of non-profit corporations must be made by the corporations' president, vice president or secretary. Applicants must provide a current (within 30 days) Information Services Corporation (ISC) Registration Number. By signing, the applicant represents that he or she has the authority to bind the corporation to the terms of this agreement. **PLEASE ATTACH THE ISC REPORT TO THIS APPLICATION.**

Room(s)	Activity	Day of Week	Start Date	End Date	Start & End Times	# of Sessions	# of Attendees

If you have booked another facility for this same time and date, you must cancel the other booking. Multiple bookings at various facilities for the same event are not permitted.

**NOTE:** If staff are called out, the organization is subject to a call out fee, as outlined in the Fees and Charges Bylaw. The organization is responsible for set-up/take-down/clean-up of facility/equipment used unless otherwise stated.

Equipment Required:  Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_  Coffee Urn \_\_\_\_\_ (size)

Other Information: \_\_\_\_\_

Will you be charging an admission or registration fee for this activity?  Yes  No  
 (If yes, read Regulations #16 & 17 on page 2)

Will you be serving alcohol?  Yes  No  
 (If yes, read regulation #18, 19 & 23 on page 2)

I hereby declare that I have read and understand the General Rules and Regulations on Page 2 and agree to comply.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Received: _____	Received by: _____
	Date Permit Emailed: _____	Permit #: _____

## **GENERAL RULES AND REGULATIONS**

The terms and conditions listed below apply to the use of the facility, park or open space for which this Permit is issued. In addition, the City of Regina has established bylaws, which govern the use of parks, open spaces and facilities located within the City of Regina. All licensees are required to abide by these bylaws and any applicable policies. In consideration of the terms and conditions set out below, the City of Regina and the Licensee agree as follows:

1. The City of Regina may cancel this Permit at any time with or without cause. In addition, the City of Regina may cancel this Permit without notice if cause is due to circumstances beyond its control. In such cases, an effort will be made to notify Licensees within a reasonable time. If the Permit is cancelled the Licensee will have no claim or right to damages, or reimbursement on account of any loss, damage, or expense whatsoever. Further, the City of Regina may change the date of the Permit if the facility, park or open space is required for other purposes. Advance payment fees will be refunded if this occurs.
2. The Licensee agrees to pay the applicable Permit fees in accordance with the terms under 'payment method' set out on the front of the Permit. When a booking is made less than 7 days in advance, the Licensee agrees to pay the applicable Permit fees at the time of booking. Failure to comply with this will result in cancellation of the Permit by the City of Regina.
3. The Licensee may be required to pay a deposit to compensate the City of Regina for any extra maintenance, damage, theft or callout costs. If the deposit is not used to compensate for any extra costs, the remaining balance of the deposit will be returned to the Licensee less any applicable administrative charges.
4. If the Licensee wishes to cancel this Permit, the Licensee must provide the City of Regina with written notice of the cancellation at least 7 days in advance of the reserved dates and times set out in the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit. Rentals at the Sportplex are subject to the Sportplex cancellation rules and procedures.
5. Notwithstanding clause 4, for special events, the Licensee may be required to provide the City of Regina with written notice of a cancellation more than 7 days in advance of the reserved dates and times set out in the Permit. This requirement will be set out on the front of the Permit. If the Licensee complies with this condition, his or her Permit fees will be returned less any applicable administrative charge. Failure to comply with this condition will result in the Licensee being charged for the full cost of the fees set out in the Permit. Special events at the Sportplex are subject to the Sportplex cancellation rules and procedures.
6. This Permit is granted for the exclusive benefit of the Licensee and may not be transferred, assigned or sub-licensed to any other party.
7. The Licensee is responsible for the conduct and supervision of all persons using the facility, park or open space on the dates and times set out in the Permit.
8. The Licensee hereby agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use and occupancy of the permitted premises.
9. The Licensee should purchase insurance to protect against any risks that are associated with the Licensee's activity. The Licensee should see an insurance broker to discuss these insurance needs. In the event of damage being caused to any City of Regina property or assets, the City of Regina may seek to recover those damages from the Licensee. The City of Regina is not responsible for any losses that the Licensee causes. The City of Regina does not accept any responsibility whatsoever for any losses, property damage or injury that may result from the Licensee's activity.
10. The City of Regina is not responsible for the loss or theft of the Licensee's property, or the property of anyone attending on the invitation of the Licensee.
11. The Licensee is responsible for all damage to facilities, equipment or furnishings, however caused, arising out of or during the use of the facilities set out in the Permit. Future Permit requests will not be considered for any Licensee that has an outstanding account with the City of Regina in this regard.
12. The City of Regina reserves the right to evict any individuals who are seen as not acting in the best interests of the program or activity or who display inappropriate behaviour.
13. The Licensee is subject to any provisions set out in any additional licensing or lease agreements that the Licensee has entered into with the City of Regina.
14. The Licensee understands the legislative requirements that relate to the activities and program being conducted and therefore is responsible for ensuring that these activities and the participants in them will comply with the requirements of any applicable federal or provincial legislation.
15. The facility, park or open space will be available for use only upon presentation of the Permit to the employee in charge (if applicable). The facility, park or open space is to be used only on the date(s) and hour(s) shown and for the purpose specified on the Permit.
16. The Licensee is prohibited from charging any admission fee for the use of the facility, park or open space unless authorized by the City of Regina.
17. The Licensee is prohibited from selling any goods or services in the facility, park or open space except as covered by written agreement with the City of Regina. Where the Licensee is authorized to sell goods or services, this shall be noted on the Permit.
18. The Licensee is prohibited from having any alcoholic beverages in the facility, park or open space unless the City of Regina gives written permission and the Licensee obtains a special occasion permit from Saskatchewan Liquor and Gaming Authority. For further information on SLGA licenses please call 306-787-5563.
19. If the Licensee is serving alcohol the Licensee must obtain \$5 million general liability insurance which states that host liquor liability is included or states that host liquor liability is not excluded. If a vehicle owned by the group will be used during the event the Licensee must obtain \$1 million auto liability insurance. The City of Regina must also be added as Additional Insured as follows:  
City of Regina, 2476 Victoria Avenue, Regina, SK S4P 3C8  
A copy of the insurance must be provided to the City of Regina 10 business days prior to the event for approval. Failure to provide the City of Regina with a copy of the insurance will result in cancellation of the booking.
20. No smoking or vaping shall be permitted in the facility.
21. The Licensee is responsible for setting up, removing and cleaning facility equipment unless otherwise stated in the Permit.
22. The Licensee must ensure that keys or access cards for the facility are picked up, used and returned in accordance with the policy applicable to that facility. Where the Licensee fails to return a key or access card, the Licensee will be responsible for all costs associated with replacing the facility's locks.
23. The Licensee should ensure appropriate crowd control and security for their event at the cost of the Licensee. City of Regina may deploy security personnel at a cost to the Licensee, at the City's discretion; however, the City's security personnel will not provide crowd control services.
24. The Licensee is solely responsible for payment of any applicable license fees to copyright societies (eg: SOCAN) with respect to the playing of live or recorded music in the facility.
25. The Licensee may not place any advertisement, notice, picture or decoration in the facility without the prior written consent of the City of Regina.
26. If the Licensee is provided with a WiFi password then the Licensee agrees to keep the password confidential and shall ensure that it is not shared with or utilized by individuals not associated with the Licensee.