



CONTACT INFORMATION			
Organization:		Non-Profit Incorporation #:	
Primary Contact Name:			
Mailing Address: (include city, province & postal code)			
Organization Phone Number:		Organization Email Address:	
Primary Contact Phone Number:		Primary Contact Email Address:	
Alternate Contact Name:			
Alternate Contact Phone Number:		Alternate Contact Email Address:	

DAY	LOCATION(S)	TIMES
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AFFILIATION			
Community Association/Zone Board:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name: _____
Provincial Sport Organization:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name: _____

DECLARATION	
Signature: _____	Date: _____

FOR OFFICE USE ONLY:	
Date Received: _____	Contract Number: _____

**RETURN COMPLETED APPLICATIONS TO:**  
 Central Scheduling Office  
 PO Box 1790  
 Regina, SK S4P 3C8

Phone: (306) 777-7529  
 Fax: (306) 777-6826  
 Email: [centralscheduling@regina.ca](mailto:centralscheduling@regina.ca)

## GENERAL RULES AND REGULATIONS

1. Applications must be received five (5) working days prior to the commencement of activities and/or as per the stated season booking deadline to ensure booking confirmation. Bookings received within the five days may be accommodated on a per request basis.
2. Once the application request is approved, a permit will be issued outlining the necessary charges to be received by the Parks, Recreation & Cultural Services Department. All rental fees must be submitted prior to usage as per the date specified on the permit as governed by the applicable Facility Operating Policy. Failure to pay prior to the stated date on the permit will result in cancellation of the rental(s) by the City of Regina.
3. The applicant shall be responsible for the conduct and supervision of all persons using the facility while occupied by the applicant. Keys may be issued to adults only. (18 years or older)
4. The applicant shall comply and ensure the compliance of all persons using the facility, while occupied by the applicant, with these regulations.
5. All articles brought to the facility for use by the applicant or persons using the facility when occupied by the applicant, shall be removed forthwith at the termination of the applicants occupation of the premises.
6. Any regulations posted in a facility are in addition to the conditions set out herein and shall be complied with in the same manner and to the same extent as though they were specifically referred to in Condition 2 hereof.
7. This permit is non-transferable. The applicant must be prepared to present this permit to facility personnel for confirmation of payment.
8. The Parks, Recreation & Cultural Services Department may in its sole discretion cancel this permit where:
  - a) This facility is required for Departmental purposes;
  - b) This permit was secured by misrepresentation;
  - c) This permit was transferred without approval of the Department;
  - d) The facility is not being used for the purpose set out in the application;
  - e) Where there has been a breach of the regulations posted in the facility or set out herein;
  - f) The facility required technical or emergency repairs which cannot be performed at any other time.
9. Any group or member of a group causing damage, whether accidental or malicious, to the facilities or equipment at the aforementioned facility, will be held financially responsible for the repair or replacement of such damage. Failure to pay for said damages will result in the termination of further reservation until such payments have been received.
10. Rental fees must be paid seven (7) working days in advance of the reserved date. If payment is not made in accordance with this clause, your booking is automatically cancelled.
11. All payments will be made to the Central Scheduling Office, P.O. Box 1790, Regina, Sask. S4P 3C8. There will be a \$15.00 charge for any NSF cheques.
12. Except as authorized, no admission charge, collection or sale of refreshments shall take place.
13. Cancellation Fee Policy: any organization requesting a refund of rental charges will be charged 10% of the amount requested, or a minimum of \$5.00. All requests for a refund must be submitted in writing.
14. No alcohol beverages allowed at the facility.
15. Bylaw No. 7807 which regulates and controls the use of Community Services areas shall apply to all facilities.

### NOTE:

**The City of Regina does not accept any liability whatsoever for any damages, loss of property or personal injury that may result to anyone attending the event or to any representative of the applicant. The applicant is solely responsible for any such loss, damage or injury and should ensure that they carry adequate liability insurance.**