



Policy – Field House Use

This policy has been instituted by the Gorge Soccer Association (GSA) Board of Directors to provide clear and concise guidelines for the use of our Field House.

AUTHORITY

- 1) A Field House management contract is awarded by the GSA executive to an individual or group annually; hereafter named the Field House Manager or Manager.
- 2) The Fieldhouse Manager is authorized by the GSA Board of Directors to oversee the daily operation such but not limited to: rental, cleaning, garbage and recycle control, inventory control and maintenance.
- 3) The GSA Board of Directors reserves the right to rule.

FACILITY USE

- 4) Facility Booking
 - a. Facility requested dates and times must be authorized directly by the Manager.
 - b. The preferred communication method for facility request to avoid double booking situations is via Email (fieldhouse@gorgesoccer.ca)
 - c. In the case of a double booking event the Manager reserves the right to rule and adversely if it cannot be resolved the GSA Board will rule.
 - d. The Manager will use his/her discretion as to the priority of user bookings. While club members may believe they should take priority over others the Field House has a cost to operate and therefor paying renters should be respected.
 - e. Long-standing traditions, club history and our involvement in the community will also be considered when prioritizing facility user groups.
- 5) Facility Charges
 - a. A refundable cleaning deposit is to be paid to the Manager before use of the facility. It is the Manager's discretion based on a post condition inspection of the facility whether to refund the deposit or not. This refund will be returned within 1 week from the date of facility use or sooner.
 - b. Cost of repair due to damage or abuse of the Field House and facilities will be the direct responsibility of the user. All efforts must be taken to repair or remedy the



situation immediately. Lack of responsiveness to the issue at hand will result in the GSA board involvement and immediate facility use privileges' revoked.

c. Field House Rates

| User | Cleaning deposit | Rental Rate | Bartender |
|---------------------------|------------------|-------------|-----------|
| GSA Member Teams | \$25.00 | Free | Free |
| GSA Member not for profit | \$25.00 | Free | Free |
| GSA Member for profit | \$50.00 | 15.00/hr | 10.00/hr |
| Non Member not for profit | \$50.00 | 20.00/hr | 10.00/hr |
| Non Member for profit | \$50.00 | 25.00 hr | 10.00/hr |

6) Facility Rules

- a. The Field House is on Saanich property and therefore is governed by Saanich bylaws that must be obeyed by all users.
- b. Field House doors MUST remain closed after 10:00 pm to limit noise in the community.
- c. Alcohol cannot be consumed outside the Field House.
- d. No one is permitted to bring his or her own alcohol into the Field House unless given special permission by the GSA Board of Directors.
- e. As of June 2014 minors are permitted in the field house when alcohol is served. Please continue to use common sense in our children's presence.
- f. Renters/users must review and complete all functions on the Facility User agreement form. (Appendix A).
- g. Failure of the user to abide by the rules laid out in this agreement will result in suspension of further use of the facility.
- h. Should any illegal activities take place while the user is in control of the facility, actions may be taken by the GSA Board of Directors.
- i. The general rule of thumb for those using the Field House Facilities to "Leave it in better shape than you received it!"



SUMMARY

The GSA Board of Directors feels very strongly that the Field House plays an important part in our club's unity. It is in this Field House that our players, coaches and their families are able to come together and enjoy each other's company building memories and friendships to last a lifetime. We ask that everyone respects and looks after our facilities.

Any questions regarding this policy can be directed to policy@gorgesoccer.ca.

DOCUMENT CONTROL

| Date | Change | Who |
|------------|--|-------------|
| 2014/06/24 | Initial Policy document | Brad Hlasny |
| 2015/02/15 | Formatting & inclusion of use of coaches information | Brad Hlasny |
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Appendix A GSA Facility Rules and User Agreement.

1.0 User Responsibilities

- 1.1 The user is responsible to meet with the Manager to gain access to the building, review the contract, pay applicable fees and coordinate the conclusion of the transaction.
- 1.2 The user is responsible for all applicable licenses and permits as related to the use of their facility.
- 1.3 The user is responsible to review the status of the facilities before use and bring any concerns to the Manager's attention.
- 1.4 The user is responsible to complete the list of duties before leaving the building in order to be eligible to have the cleaning deposit returned.

2.0 User Duties.

- 2.1 All garbage is to be removed from the building and placed in the large bin outside.
- 2.2 Recycling must also be organized and placed in receptacles.
- 2.3 Furniture and equipment must be restored to its original place.
- 2.4 All floors must be swept and any spills mopped and cleaned.
- 2.5 Washrooms must be clean and garbage free.
- 2.6 Areas in use outside the building must also be clean of any debris.
- 2.7 Heat, fans and lights must be turned off before leaving the building.
- 2.8 All doors must be checked and locked for security purposes.
- 2.9 Previous closing arrangements with the Manager will denote if alarm is to be set. DO NOT leave the building unattended and unlocked for any reason.

3.0 Deposit Refund

- 3.1 Once the Manager has reviewed the status of the facility and is pleased with the condition, the deposit refund will be issued.
- 3.2 Any grievances or concerns that cannot be handled by the Manager need be directed to the GSA Board of Directors.



4.0 Emergency Contacts

4.1 The following people should be contacted (in order of priority) if there is a problem, or the user can not secure the building.

| Position | Name | Phone | Contact times/restrictions |
|-----------------------|--------------------|--------------|----------------------------|
| Field House Manager | Dawnna Ackinclose | | |
| Risk Manager | Charlene Salisbury | | |
| President | Brad Hlasny | 250-812-4637 | |
| Fields and Facilities | Yngve Marthesin | | |
| Conflict Resolution | Kelsey Fulton | | |
| Saanich Police | (non-emergency) | 250-475-4321 | |
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