



## 2021 Facility Rental Information Package

### Ice Pads and Arena Floor

Welcome.....	2
2021 User Fee.....	3
How to make payment.....	3
Terms and Conditions Ice Pad.....	4
Terms and Conditions Arena Floor.....	6
Insurance.....	8
Ice Rules.....	9
Facility Rules.....	10
Fire Procedure.....	11
Incident Report.....	14

The Township of Wilmot has two locations with an arena facility. The Wilmot Recreation Complex is home to twin NHL sized ice pads: Schout ice Pad, and Optimist ice Pad. The ice pads during the regular season, prime time hours are highly utilized by various Wilmot Minor Sports Groups, including youth hockey and figure skating, along with pick-up hockey leagues. In the off-season, the Spring & Summer months, the ice surface is removed from the Schout ice pad, and the arena floor surface is utilized, leaving one ice pad operational.

The New Hamburg Complex is home to a permanent arena floor surface, often utilized for dryland training, ball hockey, roller skating and lacrosse.

To book or inquire about ice or arena availability for your sporting event, please call the Sports Facility Scheduler at 519-634-9225 ext. 9355 or email [Christi.Lichti@wilmot.ca](mailto:Christi.Lichti@wilmot.ca)

Rates per hour  
 HST and Insurance are not included

<b>Ice Rental Rates</b>			
<b>Wilmot Recreation Complex</b>			
Prime Time	Monday – Friday	5:00 p.m. - 11:00 p.m.	\$216.44
	Saturday & Sunday	6:00 a.m. - 11:00 p.m.	
Non-Prime Time	Monday – Friday	6:00 a.m. - 5:00 p.m.	\$129.86
<b>Arena Floor Rental Rates</b>			
<b>Wilmot Recreation Complex &amp; New Hamburg Arena</b>			
Sunday to Friday			\$65.40
Saturday A.M.			\$65.40
Saturday day rate			\$649.10

### PAYMENT OPTIONS

- Credit card payments (by phone) can be made with the Facilities Scheduling clerk by calling 519-624-9225 Monday-Friday 8:30am-4:30pm
- Online [https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet\\_Login](https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet_Login)
- Cash, Debit Card or Credit Card payments in person at Wilmot Recreation Complex Recreation Complex, Monday-Friday 8:30am-9:00pm, Saturday 8:30am-5:00pm, Sunday 1:00pm-5:00pm

All ice rentals are based on a 50 minute hour, allowing 10 minutes for the ice to be resurfaced. Dressing rooms will be available 30 minutes prior to rental time booked, and must be vacated within 30 minutes following departure of the ice surface. This will allow facility staff 10 minutes for cleanup before the next group with the immediate subsequent booking. The renter is responsible for locking their assigned dressing room. The Township of Wilmot is not responsible for any lost or stolen items.

### **CANCELLATION**

Cancellation of ice time(s) must be provided by the renter with a minimum of 7 days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township seven (7) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued within the terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$30 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law. Contracts exceeding more than two cancellations will be subject to a \$25.00 administration fee per cancellation.

Cancellations due to extreme weather can be made by either arena staff or the renter. There will be no rental fee payable if ice time is cancelled due to extreme weather.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust, cancel, withdraw or reschedule any and all allocated facility time. This will be in the event of tournaments, special events, or playoff games, or in the case of emergency or unforeseen circumstances. All reasonable efforts will be made to advise affected groups as early as possible. The rental fee for cancelled ice time shall not be payable. The Township will not be liable for any costs/damages as a result of cancelled ice time.

### **INSURANCE & INDEMNITY**

Insurance is required for all rentals. All permit holders must hold proof of \$2 Million Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

## CONDUCT & USE

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the rental. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

No persons, except those authorized to be engaged in ice flooding process, are permitted on the ice while the ice is being resurfaced. The permit holder, or designate, assumes responsibility for keeping participants off the ice until facility staff are off the ice and the board gates are closed.

Use of cell phones/cameras are NOT permitted in dressing rooms and public washrooms.

Persons under the age of 18 are not permitted to be a permit holder or sign this ice rental contract.

The contract is not transferable, and the renter is not permitted to sublet ice time designated under this agreement.

The consumption of alcoholic beverages is NOT permitted in any Township of Wilmot arenas, including but not limited to dressing rooms, lobby, and parking areas, in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Policy. Any individual and or user groups found in violation will result in their permit, and all privileges for the use of the named facility, being revoked.

The Applicant/Organization understands that the responsibility for administering first aid to an injured participant rests with the team trainer(s). We require that all users playing hockey to wear appropriate protective equipment, including current dated CSA Approved helmets. Any serious injuries requiring medical attention are required to be reported to full time staff as we must report to the Ministry of Labour.

Failure to abide by any or all Terms and Conditions in this Contract may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for the next season.

Arena rentals are based on one hour bookings. Access to the floor is not permitted prior to the rental time, and must be vacated by the rental end time indicated on the permit. Dressing rooms will be available 30 minutes prior to rental time booked, and must be vacated within 30 minutes following departure of the arena floor. The renter is responsible for locking their assigned dressing room. The Township of Wilmot is not responsible for any lost or stolen items.

### **CANCELLATION**

Cancellation of floor time(s) must be provided by the renter with a minimum of 7 days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township seven (7) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued within the terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$30 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law. Contracts exceeding more than two cancellations will be subject to a \$25.00 administration fee per cancellation.

Cancellations due to extreme weather can be made by either arena staff or the renter. There will be no rental fee payable if floor time is cancelled due to extreme weather.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust, cancel, withdraw or reschedule any and all allocated facility time. This will be in the event of tournaments, special events, or playoff games, or in the case of emergency or unforeseen circumstances. All reasonable efforts will be made to advise affected groups as early as possible. The rental fee for cancelled floor time shall not be payable. The Township will not be liable for any costs/damages as a result of cancelled floor time.

### **INSURANCE & INDEMNITY**

Insurance is required for all rentals. All permit holders must hold proof of \$2 Million Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

## CONDUCT & USE

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

Use of cell phones/cameras are NOT permitted in dressing rooms and public washrooms.

Persons under the age of 18 are not permitted to be a permit holder or sign this arena floor rental contract.

The contract is not transferable, and the renter is not permitted to sublet ice time designated under this agreement.

The consumption of alcoholic beverages is NOT permitted in any Township of Wilmot arenas, including but not limited to dressing rooms, lobby, and parking areas, in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Policy. Any individual and or user groups found in violation will result in their permit, and all privileges for the use of the named facility, being revoked.

The Applicant/Organization understands that the responsibility for administering first aid to an injured participant rests with the team trainer(s). Any serious injuries requiring medical attention are required to be reported to full time staff as we must report to the Ministry of Labour.

Failure to abide by any or all Terms and Conditions in this Contract may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for the next season.

\*Outline of Coverage-this information applies only if you have purchased insurance through GAME DAY INSURANCE through the Township of Wilmot.

### LIABILITY INSURANCE

#### Who is Eligible?

Any Renter using The Township of Wilmot facilities. The program is designed principally to provide affordable Liability insurance. Some Restrictions may apply.

#### Why Liability Insurance?

Your operations or actions are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive, and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

#### Who is covered?

All members collectively, this includes Participants, Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

### COMMERCIAL GENERAL LIABILITY

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. (*A few sports disciplines may not be eligible see exclusions*). User Groups are only covered while using the Township of Wilmot facilities.

**\$2,000,000 per occurrence**  
**All Claims Subject to a \$500 deductible**

#### IMPORTANT NOTICE:

Effective 2020 Game Day insurance specifically excludes against all losses, illness and claims pertaining to communicable diseases including COVID. It is recommended that the permit holder have all attendees sign a waiver holding the permit holder harmless.



- All Skaters must obey Township rules and staff at all times- This is for your own safety!
- Helmets are strongly recommended during skating. Any time sticks or pucks on the ice, full protective equipment must be worn by all participants, including CSA approved current dated helmets.
- No balls, pucks or sticks are permitted on the ice during any public skating program.
- Parent and Tot - "Tots" must be 6 years of age or younger
- Adult and Senior – ALL skaters must be 18 or older
- All participants must wear skates – NO boots or shoes permitted on the ice surface.
- No food or beverages on the ice surface.
- No horseplay on/or around the ice surface.
- Carrying of children is permitted not on the ice.
- Skate with the direction of all skaters
- Children 7 years and younger must be in the care of a parent or guardian.
- No one is allowed on the ice until the resurfacer has finished and the gate is closed.
- Maximum participants for the ice surface is 140
- **Wheelchairs/Sledges** - Wheelchairs, wheelchair skates and sledges are welcome on Municipal arenas. Individuals using these devices must travel in the same direction as the other skaters. Attendants/helpers are welcome to assist individuals however they must wear skates

When in the facility please remember you are not the only users of the facility. For everyone's enjoyment please ensure you are always supervising children and following the facility rules.

- This is a smoke-free facility. Smoking/Vaping is NOT permitted on any Township of Wilmot recreational facility as per the Smoke-Free Ontario Act (SFOA) 2017.
- Areas of the facility are monitored by video surveillance.
- Parents/Coaches are reminded that they are responsible for the proper conduct of their children/players while in this facility. All children must be in the care of an adult.
- Each visitor is responsible for his/her own personal health, medical, dental and accident insurance coverage. Please recognize and accept the risks inherent in the activity.
- Unauthorized games such as ball hockey, roller blading, skate-boarding, playing catch, tag, mini-sticks, roller shoes/Heelys, etc. are not allowed. Sticks, pucks, balls, etc. are NOT permitted anywhere other than the arena playing surfaces. Visitors found engaged in any of the above activities may be asked to leave the premises.
- Alcohol is not permitted outside of the designated licensed areas, including but not limited to dressing rooms, lobby's and parking areas.
- No one is allowed on ice until the resurface has finished and gates are closed.
- Please obey instructions from facility staff. Failure to comply with these rules may result in the loss of the privileges at this facility.

## Cell Phone Policy

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To ensure the safety and privacy of our patrons, the Township of Wilmot prohibits the use of cellular telephones and personal digital assistants (PDA's) in all public change rooms and washroom facilities.

## INSTRUCTIONS TO USER GROUPS AND PATRONS

This section of the fire safety plan has been prepared with the intent of educating user groups and patrons in general fire safety practices as well as actions to be taken in the event of an emergency.

The Wilmot Recreation Complex has taken many precautions to ensure your Fire Safety. This includes the preparation of a very detailed fire safety plan of which you are a critical component. This Fire Safety Plan itself has been reviewed and approved by the Fire Department. It is a very detailed account of the buildings' fire protection systems, how they operate and how they must be maintained as well as an account of all of the obligations of the owners, property management, and the patrons with respect to the Ontario Fire Code. A copy of the fire safety plan is maintained in the Administration office and the Facilities Operations Office in this building.

### 1. Be Informed

Take a few moments to plan for the unexpected, should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please, read it thoroughly, your very life could depend on it.

### 2. Emergency Planning

Examine the possible escape routes available to you. Walk down the hallway and find all the fire exits in the building. Always know at least two exits. Before opening the door, feel the knob for heat with the back of your hand. If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly. Try another route.

If fire strikes, few people lose their lives from the heat and flames. Most people who die in fires do so as a result of smoke, poisonous gases or confusion. Confusion in an emergency is usually a result of not having a plan to follow and knowing where and how to get out.

**Ensure that all members of your group know the locations of the exits.**

### 3. IF YOU DISCOVER A FIRE

Upon discovering a fire, the following steps are to be taken:

REMEMBER THE **RACE** CODE WORD.

**R**escue / remove any person in immediate danger from the fire **IF** it does not endanger your own life.

**A**ctivate by leaving the area while shouting FIRE, FIRE, FIRE. **Call 911.**

**C**onfine the fire by closing all doors and windows. NEVER open a door if it is hot to the touch. Turn off fans and equipment.

**E**vacuate the fire zone immediately, after that is done you can try to extinguish the fire if it is small in size, and you are confident you can. (See **NOTE** below)

REMAIN CALM

EXECUTE YOUR PLAN

If you encounter smoke use an alternate exit. DO NOT return until it is declared safe to do so by the onsite Fire Department Official or Building Staff, and only when the alarm has been silenced.

### 4. Evacuation Meeting Place

Once you have evacuated everyone out of the building, please meet at the flagpole and alternately the sports fields if you need to get further from the building. This will allow emergency vehicles easier access. If this is a regular group meeting, VERIFY that everyone is present. Please do a head count and account that everyone is present.

### Fire Extinguishing, Control and Confinement

Only after ensuring that the alarm has been activated and the fire department notified, should **an experienced** person (familiar with extinguisher operations) attempt to extinguish a small fire. This must be a **voluntary act**. If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

#### **NOTE: FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

**REMEMBER, YOU ARE NOT A FIREFIGHTER, LEAVE IT TO THE PROFESSIONALS**

## Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to comply with the following items:

- This building is a **non-smoking building**. Under local and provincial bylaw smoking is not permitted within 9 meters (27 feet) of the building. Please, avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans or other waste containers. Do not smoke near flammable materials. Do not smoke in hazardous locations such as storage areas.
- **Removal of any obstructions** that may prevent someone to either flee from a fire or allow fire response to get to a fire is a critical part of any fire plan.
  - Avoid careless storage practices.
  - Ensure that items such as boxes do not obstruct doorways.
  - Please do not prop or wedge doors open.
  - Ensure all corridors, passageways and fire routes are unobstructed.
- **Electrical** wiring and equipment should be well **maintained and safe**.
  - Ensure that extension cords are properly used and are not spliced, under rugs, damaged, and not overused (octopus wiring).
  - All electrical equipment should be CSA approved, should not be too close to combustibles, and in good repair.
- **Combustible materials** should not be permitted to accumulate in this location.
  - Combustible materials should not be used to absorb flammable liquid spills.
  - Greasy or oily rags or materials subject to spontaneous heating should be deposited in a proper safety container or removed from the premises.
  - Flammable liquids should not be used for cleaning purposes.

**PLEASE NOTE:**

Fillable Incident reports can be found online on the Township of Wilmot website [www.wilmot.ca/](http://www.wilmot.ca/). Reports submitted online will automatically be forwarded to the appropriate person.

Section 1: DETAILS OF INCIDENT		
Name of the permit Holder:		Permit number:
Date:	Time:	# of participants:
Name of Person filling out Report:		Phone number:
Name of Facility Rented:	Description of Incident Location (ex: Front Right sided of stage)	
<b>Check the appropriate box to the describe incident:</b>		
<input type="checkbox"/> <b>Injury</b> (Please fill-out section 2)	<input type="checkbox"/> <b>Incident</b> - ex. fight, stole property, etc. (Please fill-out section 3)	<input type="checkbox"/> <b>Property Damage</b> (Please fill-out section 4)
<input type="checkbox"/> <b>Called 9-1-1</b>	<input type="checkbox"/> <b>Called the police</b> Police incident number:	
<p><b>Describe how the incident occurred</b> (Do not write what you think happened, only what you know happened) add a separate sheet of paper if necessary and sign the bottom of the separate sheet of paper.</p>		
Section 2: DETAILS OF INJURED PERSON (when done section 2 skip to section 5)		
First Name:	Last Name:	Birthdate:
Address:		Phone number:
<p><b>Describe the injury as detailed as possible</b> (signs and symptoms):</p>		
<p><b>Describe the First Aid Treatment Provided:</b></p>		

<b>Section 3: INCIDENT REPORT</b> <i>(when done section 3 skip to section 5)</i>	
Describe the incident (try to be detailed in the order of events are you remember them):	
<b>Witness information:</b> (Fill-out more than one if here are more than one witness)	
Full Name:	Phone number:
<b>Witness Statement:</b> (Witness Describe the incident)	

<b>Section 4: PROPERTY DAMAGE</b> <i>section 4 fill out section 5)</i>		
<b>Check the appropriate box:</b>		
<input type="checkbox"/> Property belongs to the Township of Wilmot	<input type="checkbox"/> Property belongs to the facility renter	<input type="checkbox"/> Property belongs to a guest
<b>Check the appropriate box:</b>		
<input type="checkbox"/> Property was damaged on arrival	<input type="checkbox"/> Property was damaged during rental	
Name of damaged item:		
Describe the Damages:		

<b>Section 5: Other Information</b>	
<i>Remember to call the on-call number and report your incident. 519-465-0876</i>	
Name of Township staff you contacting to report the Incident:	Time:
Signature:	Date:
<b>Section 6: FOLLOW-UP FOR TOWNSHIP STAFF ONLY</b>	
Date of Call:	Time of Call:
Who did you speak to:	
Outcome of the call:	
Staff Review Signature:	
Managers Signature:	