

<b>TOWN OF COALHURST POLICY &amp; PROCEDURE MANUAL</b>	<b>SECTION: <i>RECREATION/PARKS</i></b>
<b>POLICY: <i>MINERS MEMORIAL PARK</i></b>	<b>POLICY NUMBER: <i>72-01-02</i></b>

**PURPOSE**

To establish a policy for the orderly operation of the Miners Memorial Park Facilities.

**COUNCIL POLICY**

**1. DEFINITIONS**

“**District**” is the Coalhurst school boundaries incorporated by Palliser Regional Schools.

“**Facility**” means the Ball Diamonds, Soccer Fields, Outdoor Arena, David A. Veres Social Area or camping area.

“**Park**” means Miners Memorial Park.

**2. OBJECTIVE**

To maximize the use of the Park with a balance of social and athletic events.

**3. OPERATIONAL PRINCIPALS**

- a. The operational principal is the full use of the facilities, i.e. recreation, social activities or any other compatible activity.
- b. The operation of the Park will be carried out taking into account the following:
  - safety
  - good service
  - fiscal responsibility
- c. All attempts will be made to accommodate reasonable requests for the use of the Park. Where there is a conflict in requested use, the following priorities will be adhered to in descending order.
  - Coalhurst and District residents
    - i. If two groups require the same booking, it will be handled on a first-come-first-serve basis.
  - Others
- d. The season for rental of the campground and the David A. Veres Social Area in Miners Memorial Park will be from May 15 to September 15, with the secondary washrooms being available outside of the above.

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**4. ADMINISTRATIVE**

- The overall administration of the Park will be the responsibility of the Town through the Facility Coordinator.

**5. RENTERS RESPONSIBILITY**

Renters will be responsible for:

- ensuring the supervision and security of the facility(s) rented for their function including the possibility of arranging security services for high risk functions, and traffic control for tournaments;
- a certified first aid service;
- the rental of a minimum of two portable toilets, for all tournaments;
- locking the ATCO washrooms at the end of the day and/or booking, if used;
- keeping the access roads between the ball diamonds clear of obstructions. Vehicle access for equipment drop-off is permissible;
- ensuring no vehicles are parked on any green space.

**6. FINANCIAL OPERATION**

- The Park is owned and operated by the Town of Coalhurst and the annual operating budget is supported by municipal tax dollars, as approved by Town Council.
- The preparation of the budget is the responsibility of the Town Council.
- The budget shall reflect both expenditures and anticipated revenues of the Park, with an annual review of the fees and charges.

**7. FEES AND CHARGES**

Prices quoted do not include the Goods & Services Taxes, unless specified. All rates to be effective January 1, 2019, with the exception of any pre-signed rental agreements.

a. BALL DIAMONDS

Teams & all leagues	\$20/evening/diamond
Tournaments/leagues (all teams)	\$50/day/diamond

b. SOCCER FIELDS

Teams	\$50.00/game
Tournaments	\$65.00/day/field

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c. DAVID A. VERES SOCIAL AREA (SOCIAL AREA)

		Week	Weekend
Morning	9:00 a.m. – 1:00 p.m.	\$82	\$82
Afternoon	1:00 p.m. – 5:00 p.m.	\$154	\$174
Evening	6:00 p.m. – 11:00 p.m.	\$195	\$226
All day	9:00 a.m. – 5:00 p.m.	\$185	\$205
	1:00 p.m. – 11:00 p.m.	\$195	\$215

The time will be extended to 12:00 midnight on Friday and Saturday evenings.

The rental fee increases for the David A. Veres Social Area will be effective immediately, with the exception of any Rental Agreements signed, with a paid deposit, being subject to the rental fees at the date of signing.

The rental fees will be reviewed during the Interim Operating and Capital Budget yearly review and will include the recommended cost of living increase.

d. CAMPING AREA

- Camp stalls are \$20.00 per night, per stall, including G.S.T., and on a first come, first serve basis.
- Reservations may be accepted for camping, only if the entire 14 camp stalls are reserved. Payment must be made at the time of reservation.

e. MISCELLANEOUS

- The Town reserves the right to deny future bookings where conditions of a previous rental agreement were breached.
- The Town is responsible for ensuring all facilities are in good working condition, clean and well supplied for all rentals.
- The consumption of alcoholic beverages is permitted in the David A. Veres Social Area only and in accordance with the Alberta Liquor Control Act. Designated security personnel are required for beer gardens.
- Food stuff or other articles left after the booking will be appropriately disposed of by Town staff.
- Fires are not allowed in the park.

**8. PAYMENT OF FEES**

- Rental fees for the Ball Diamonds, Soccer Fields, Outdoor Arena and Social Area must be paid no later than 14 days prior to the function.
- Payments made within 14 days of the function must be paid in cash or by cheque.

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**9. DEPOSIT**

- The deposit for the Ball Diamonds, Soccer Fields and Outdoor Arena is \$100.00.
- The deposit for the David A. Veres Social Area is \$200.00.
- All deposits are payable at the time of booking.
- Charges against deposit:
  - The cost of replacing items or making repairs, plus labour, and/or excessive clean up

**10. DONATED BOOKINGS (See Policy #72-02-02)**

- a. Donated bookings for non-fundraising events held by Coalhurst and District groups can be arranged at the discretion of the Chief Administrative Officer. The Chief Administrative Officer has the authority to approve donated bookings.

**11. CANCELLATIONS**

- One half of the booking fee will be refunded up to one month prior to the function date.
- The Town reserves the right to cancel a booking at the discretion of the Chief Administrative Officer

**12. CHRISTMAS AND BOXING DAY**

No bookings will be taken for Christmas Day or Boxing Day.

**13. PRE BOOKING INSPECTIONS**

A pre booking inspection will be conducted with all renters.

**14. CAMPING AREA RULES**

- The camping fee allows for one camping vehicle per campsite or one camping unit and tow vehicle per campsite.
- B.B.Q.'s or camp stoves only, no open fires are allowed.
- Pets are welcome but must be kept on a leash at all times. Please keep them out of the shelter and washroom areas. Pet feces must be picked up and disposed of immediately.

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- Wash water or basin water must be disposed via the sewer drains provided.
- Quiet hours are observed from 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 12:00 midnight Friday and Saturday.
- Campers whose activities are disruptive to others may be asked to leave.
- All vehicles must be kept on the roadways and off grassed areas.
- Check out time is 2:00 p.m.
- Consumption of alcohol is permitted at campsite only in accordance with Alberta Liquor Control Act.
- Campers will be allowed a maximum stay of seven (7) days with the exception of campsites being reserved.

**15.** This policy rescinds Policy #8.1 Ball Diamonds; Policy #8.2 Soccer Fields; Policy #8.3 Social Area, and Policy #8.4 Camping Area.

**FORMS:**

1. Rental Agreement – Miners Memorial Park
2. David A. Veres Social Area Check List

**Revision #11 – November 14, 2017**  
**Revision #12 – November 20, 2018**  
**Revision #13 – December 4, 2018**