

Saskatchewan Rivers Public School Division (SRPSD) Harry Jerome Track and Max Clunie Field Facilities and Equipment Rental Conditions

1. SRPSD Maintenance staff are scheduled to work from 7:00 am to 4:30 pm Monday to Friday. Carlton Comprehensive Public High School (Carlton) students/staff will assist the Licensee with set-up and take down of equipment as outlined in rental condition #7. Carlton students/staff will verify that equipment is available.
2. The Licensee **MUST** assist with the return of the equipment to the Finish Line building. In the event of rain during the event, the Licensee **MUST** assist the Carlton students/staff with returning the equipment or covering the high jump and pole vault mats. If the Licensee does not assist with the return of equipment, the Licensee will be billed for the staff time at the applicable rate of pay and any equipment use as well.
3. For access to the Finish Line building, the Licensee is required to make arrangements with Carlton's general office. They can be reached at (306) 922-3115. The key can be picked up Monday - Friday from 8:15 am to 3:45 pm. \$50 deposit is required at the time of key pick up.
4. The Licensee is responsible for indicating on the Harry Jerome Track/Max Clunie Field Facility and Equipment rental form the required facilities and/or equipment, so the Carlton students/staff are aware of the areas being utilized and equipment needed. Contact Rylan Michalchuk at (306) 922-3115 to ensure the equipment has been booked. All fees **MUST** be prepaid a minimum of 1 week prior to the date of use of the facility. SRPSD will invoice for the facilities and/or equipment rental prior to the event.

SRPSD will mail the invoice prior to the rental, as outlined on the Harry Jerome Track/Max Clunie Field Facility and Equipment rental form. For invoice inquiries, please contact Connie Henderson at (306) 764-1571, ext. 2003.

5. Carlton has a complete set of high jump and pole vault pits. Caution must be taken when moving these pits from storage areas and when transporting them to the designated event areas. Pole vault pits are **NOT** to be used as a secondary high jump pit. It is the responsibility of the Licensee to make arrangements for a 2nd high jump pit. Also, it should be noted that all equipment is strictly for meet and practice usage. The pits are not to be used as rest beds or seating areas. Port-a-pits are to be under cover during unfavorable weather conditions such as excessive moisture and/or exposure to sunlight in order to minimize deterioration. The Licensee will have to ensure this is endorsed at all times.
6. The Licensee is responsible for supplying any of the following equipment:
 - a. A second high jump pit, crossbar and standard
 - b. Javelins
 - c. Shot puts
 - d. Discuses
 - e. Measuring and timing devices

7. Carlton students/staff will provide the following services pertaining to equipment:
- a. Ensure track and runways are cleaned prior to track meet. Staff will leave the wheeler with the starter blocks at the start line prior to the event and returns the cart to the storage facility. The Licensee **MUST** return all starter blocks to the cart. For hurdles, the staff pulls out the 2 carts and set them alongside the track area. The Licensee is to place and return the hurdles to the carts for staff to return to the storage facility.
 - b. Ensure jumping pits are cleaned and raked prior to the track meet. The Maintenance staff regularly level each sand pit with the combo planer prior to track events.
 - c. The Licensee is responsible for raking during the event to maintain a consistent level of sand in the pit. Rakes are provided to maintain the jumping pits during the track meets. Rakes are to be returned to the Finish Line Building after the jumping events have been completed.
 - d. High Jump Mats – the staff remove from the storage facility and set-up each morning. The staff place the mats on the trailer and return to the storage facility. The Licensee must assist the staff with the set-up/take down of high jump pit. In the event of inclement weather, the Licensee is responsible for covering the mat with the cover or contacting the staff to return to the storage facility prior to the mat becoming saturated with rain. If the Licensee abandons the pit and the staff are fully responsible for the return of the equipment, then the Licensee will be charged at the applicable rate for the time.
 - e. Pole Vault – the staff brings out the mats to the location of set-up, but it is the responsibility of the Licensee to set up the pole vault apparatus. The staff will assist the Licensee with set-up and return to the storage facility.
 - f. Discus Net – Maintenance staff set up the netting in the spring and lower the netting for track events and upon completion of each meet raise and secure the netting.
 - g. Judge Stands – staff rolls out these stands to the start of the finish line area and return them upon use to the storage facility.

8. **Concession & Washroom Facilities**

The City of Prince Albert, Parks, Recreation, and Culture Department has the concession rights to Prime Ministers' Park Concession located in the Southeast corner of the Art Hauser.

Please note that no Licensee is permitted to sell any food or drink items during the booking. If the Licensee wishes to provide any type of food or snack, then prior approval must be obtained from The City of Prince Albert five (5) working days prior to the booking. Please arrange such a request through the recreation programmer at (306) 953-4842 or the City of Prince Albert Solutions Hub at (306) 953-4800.

The southeast Art Hauser Centre washrooms will be open for the meet, so please be accurate when filling out your times for washroom accessibility on the Harry Jerome Track/Max Clunie Field Facility and Equipment rental form. For access to the wheelchair accessible washrooms in the Art Hauser southeast, please ask at the concession. Please note that track shoes with metal spikes are not allowed in the facilities.

9. **Clean Up**

Litter and debris cleanup of the entire track facility will be the responsibility of the Licensee and participating athletes. This cleanup is required prior to the completion of the track meet. Garbage bags are available from the Finish Line Building – 2nd level or from Maintenance staff.

10. **Vehicles**

No vehicles are permitted past the yellow gates on Terry Simpson Lane, with the exception of ambulances, septic truck or City vehicles. All gates will remain closed on Terry Simpson Lane during a track event. No vehicles are permitted to park behind the Art Hauser Centre, as this is a Fire Lane and designated Staff Parking only. Vehicles may be ticketed. **All school buses are to park in the Art Hauser Centre south or west parking lots.** Parking for track event staff assisting with set up and take-down, along with Handicap parking, are permitted to park in the lot adjacent to the southeast corner of the Art Hauser Centre. To be allowed access for your event, please see Vehicle Access information sheet and contact the Parks, Recreation, and Culture Department.

11. **Damage**

Any Licensee or member of a group causing damage, whether accidental or malicious, to the facilities or equipment at the facility will be held financially responsible for the repair or replacement of such damage. Failure to pay for the said damages will result in the termination of further reservation until such payments have been received. If you notice damaged equipment or a facility item for repair, please report the item to the Maintenance staff or Carlton staff on duty immediately prior to use.

12. **Cancellation Policy**

- a. **Owner/Operator:** SRPSD note that cancellations and changes may occur from time to time and the school division has the right to alter the schedule, as required to accommodate a change.
- b. **Licensee:** The Licensee must contact Alica Mahlberg at the Carlton General Office at (306) 922-3115 a minimum ten (10) working days in advance to cancel and not get charged for the rental.

13. **Invoicing & Payment**

SRPSD will invoice the Licensee for the rental of the facilities and track equipment. If payment is not made in accordance with this clause, the booking and future bookings may be automatically cancelled. For the rental of the facilities and track equipment, make cheque payable to Saskatchewan Rivers Public School Division #119. Payment can be made in person or mailed to Saskatchewan Rivers Public School Division #119, Education Centre, c/o Connie Henderson, 545 11th Street East, Prince Albert, SK S6V 1B1. **The equipment fee MUST be paid 1 week prior to the start date of the rental, otherwise the facility and equipment will not be provided.**

14. The Licensee shall be responsible for the conduct and supervision of all people using the facility while occupied by the Licensee.

15. All articles brought to the facility for use by the Licensee, when occupied by the Licensee, shall be removed at the end time of the Licensee's occupancy of the premises.
16. Except as authorized prior to the event, no admission shall be charged at the gate. If you are charging an admission, this must be disclosed to SRPSD, so the applicable rental rate applies.
17. SRPSD prohibits the consumption of alcoholic beverages on the premises. If violated, all bookings will be cancelled immediately.
18. SRPSD prohibits smoking and vaping on all school division property.
19. The event organizer is responsible for obtaining proper liability insurance to ensure protection against any lawsuits arising from their function/event. SRPSD requires that the Event Liability Coverage in the amount of \$5 Million dollars is obtained, and that coverage includes: Commercial General Liability, Third Party Property Damage/Bodily Injury and Tenant's Legal Liability. All policies should also state SRPSD as an additional insured.
20. SRPSD maintains the right to adjust facility rental fee for service rates on a yearly basis.
21. Contact List:
 - a. Park Foreman (306) 940-9144
 - b. Facilities and Equipment Bookings – Alica Mahlberg (306) 922-3115
 - c. Equipment Billings – Connie Henderson (306)764-1571, ext. 2003

Thank you for your booking!

If you have questions or require assistance, please contact Alica Mahlberg at (306) 922-3115 or email amahlberg@srsd119.ca.