

FRITZ SICK GYM #1

CONDITIONS OF USE

1. Each community group is responsible for checking their own contract for accuracy and communicating the details to their members.
2. Use of Fritz Sick Gym #1 shall be confined to the date(s) and time(s) stated on the contract. **All changes** must be made through the Recreation & Culture Booking Office (403-320-3011). Contracts are required and non-transferable.

NOTE: Booking Office 403-320-3011 has Voice Mail services to communicate changes 24 hours/day. Messages will be checked Monday – Friday between 8:00 – 4:30 p.m.

3. Community groups must specify at the time of booking, all facilities and equipment required to conduct their activity.
4. Contract changes (cancellation and additions) will only be accepted from individuals designated by the organization and recorded on their account file.
5. All groups will have the use of a **dressing room** 15 minutes prior to their booking and 15 minutes after their booking. Dressing rooms will not be secured. Please ensure you remove all valuables from the dressing rooms.
6. Cell phone use is **NOT** permitted in dressing rooms.
7. Each group shall name one person and an alternate contact that are to be responsible. Community groups must assume responsibility for providing adequate supervision (of participants and spectators), facility cleanliness, and general order while they are using the facilities.
8. Participants **must wear gym shoes that do not mark or damage gymnasium floors** for sport activities.
9. Alcoholic beverages or liquors of any description shall not be permitted, anywhere in the building, unless a liquor permit is posted.
10. Smoking in public buildings is prohibited (By-Law 3896).
11. Should there be any damage or breakage to facilities, the group or agency responsible for that time period shall pay all repairs or replacement costs and assume responsibility for the actions of the members.
12. Any community group utilizing the facilities assumes full responsibility for the health and safety of all activity participants.

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13. In case of an accident resulting in injury to a person, or damage to a property, it must be reported within 24 hours to Recreation & Culture (403-320-3011).
14. **Special events** have priority for use of facilities. It is understood that the group will be notified in advance and will not use the facility on these dates.
15. All "**no shows**" (users who do not show up at the facility they have booked) will be charged the regular rental.
16. Community users must provide at least 24 hours notice of cancellation of booking or a rental charge will be levied, plus possible suspension of further bookings. Special Events must provide two (2) weeks notice or full rental fee applies. **NOTE:** Recreation & Culture hours are 8:00 – 4:30 weekdays. Cancellations must be received by staff a minimum of 24 hours before bookings. Eg. Weekend and Monday cancellations must be received on Friday before 4:30 pm.
17. An **administration fee** of \$20.00 may be levied for booking changes, additions and cancellations if **less than two weeks** notice is provided.
18. The City of Lethbridge reserves the right to alter or change any or all provisions of the contract or to cancel it in its entirety at any time. Notice of such action shall be given to the community group concerned.
19. **Rental Payments:**

Statements of Accounts are mailed monthly and must be paid by the end of each month. Interest may be charged for late payments.
20. **Concerns/Changes:**

Users who have a general question or wish to change a contract are requested to contact the Recreation & Culture Booking Office (403-320-3011).

Users who have concerns or to report injuries/damages are requested to contact Recreation & Culture (403-320-3011).
21. **Note:** Use of Gym #2 and meeting rooms is coordinated by the Lethbridge Senior Citizens Organization (LSCO), phone 403-320-2222.
22. **No Pets** allowed in the facility at any time. Service animals are permitted with appropriate documentation.
23. **NO Wax** products are allowed on the gym floor.

New Insurance Requirements for all Facility Bookings

Notice - A 10% Insurance fee will be collected on all bookings

- ▶ All bookings occurring September 1, 2012 on will be levied a 10% of the total contract cost for insurance coverage.
- ▶ Groups that will be having alcohol at their function will be levied an additional \$50 for alcohol insurance coverage.
- ▶ If you already have event insurance proof of insurance will be required to waive the insurance fees.

If you have any questions about the insurance call 403-329-7305 for booking inquiries call 403-320-3020

City of Lethbridge Recreation & Culture