



Corporate Policy

Facility and Venue Allocation Policy

Policy Category:	Administration	
Policy Number:	A-013	
Department:	Parks & Recreation	
Attachments:	1. Outdoor Recreation & Sport Facility Classification	
Key Word(s):	Allocation, Facilities, Parks	
Related Documents/Legislation:		
Approved:	By Council:	March 20, 2017
	Resolution No.	
	By-Law No.	TBA
Revised:	Draft for Council's approval	
Replaces:	N/A	

1. Policy Statement

The Town of Orangeville recognizes and promotes the value of an active and engaged Community, and has created corresponding standards and priorities for the allocation of recreational facilities and venues.

This policy has been developed to manage the Town of Orangeville's recreational facilities and venues to ensure optimum usage and programming. This will be done in a manner that will reflect Council and Town of Orangeville directives, minimize risk and operational issues, as well as enhance the overall health and wellbeing of the community.

In allocating facilities and venues, Orangeville Parks and Recreation is committed to:

1. Equitable, barrier free access to recreation services and facilities.
2. The participation of Regular User Groups in the allocation process.
3. Ensuring that equity is a criterion that is evaluated with each application.

The Town shall establish policies to:

- guide the actions of the organization and its employees
- provide a framework for the delegation of decision making
- eliminate misunderstandings
- reduce uncertainties
- enable goals and objectives to be met.

2. Purpose

It is the policy of the Town of Orangeville to provide an equitable and fair distribution of the Town's recreational facilities and venues, to all citizens, organizations, and user groups.

The Town recognizes the need to consider the following when managing the allocation of these resources:

- a coordinated allocation of its various facilities and venues to make the most effective and efficient use of such facilities;
- provide appropriate time slots and opportunities for all levels and types of users;
- promote and allow growth toward optimization of facilities;
- service the demand and warranted change resulting from changing demographics and recreation/leisure trends by maintaining sufficient flexibility of scheduling;
- accommodate local community user groups; and
- establish a clear priority listing for allocation of available facility time.

3. Definitions

“Age Classifications” Child/Youth Under 18 years of age inclusive
Adult/Senior 19 years of age and older

"Allocation" shall mean the department's sole right to issue permits to users for access to facilities subject to the Allocation Policy and Procedures.

“Cancellation” shall mean the act of deciding that the scheduled booking will not happen.

“Casual User” all other Community, Commercial or Private groups who are requesting facility usage, (i.e., one time/irregular use).

“Commercial” any individual, company or organization engaged in the pursuit of business for profit through the use of Recreation and Parks facilities.

“Community Group” a registered not for profit, non-restricted membership group or organization whose membership is composed of not fewer than 60% Orangeville residents and whose activities are consistent with the goals, objectives and standards of the Town.

“Membership/Players List” a detailed list of all members or players that includes name, full addresses, including postal codes and phone numbers. Groups who provide services to children and youth participants must also provide birth dates for all players and a list of all coaches’ names and addresses. (Information collected remains in the possession of the Town of Orangeville and will not be shared or used for solicitation purposes.)

“Out of Season” activities that take place contrary to generally accepted sport seasons or that would take place contrary to scheduled facility configurations.

“Private Group” any individual or organization which does not meet the requirements of the “Community Group” or “Commercial” definitions.

“Public Recreational Spaces (Facilities)” shall mean any facility or green space that is owned, operated, held by joint venture or offered for lease by the Town of Orangeville. These spaces may include but not be limited to parks, sports fields, ice surfaces, gymnasias, and multi-use community meeting rooms.

“Users” shall mean any group or organization using public recreational spaces, Organizations entering into a Joint Venture Agreement with the Town, leaseholders of public Recreational spaces and directly-delivered departmental programs.

“Regular Users” a facility user who is requesting consistent use of a facility over an extended period of time. (i.e. Seasonally)

“Resident” are individuals (18 years +) who reside in the Town of Orangeville or pay taxes in the Town of Orangeville.

“Town” for use by the Town of Orangeville staff for the purpose of conducting Town of Orangeville business or programs only.

4. Scope

This policy applies to all members of the Town’s organization including members of Council, all staff, members of Advisory Committees and volunteers, as well as, organization(s) defined within this policy that request to use Town of Orangeville recreational facilities and venues.

5. Policy

5.1 Allocation Process

The Town of Orangeville has a limited number of facilities and recognizes the value of the organizations that provide recreation and leisure opportunities to the community. The policy is intended to provide staff with guidelines and criteria to assist them in making facility and venue allocation decisions.

The policy defines categories of users, identifies criteria and outlines a general process that encourages user participation and provides assistance to staff in determining an order of consideration when allocating facilities.

The Town of Orangeville facilities are publicly funded community assets and the use of them must reflect this fact. Users of facilities and venues must comply with all applicable Town bylaws and Federal and Provincial regulations.

The Town ultimately reserves the right to reassign recreational resources annually as required.

Allocation is for the period of the contract agreement only.

1. There shall **ONLY be (1) ONE** designated contact person, or alternate designate from the organization(s) that will be responsible for the scheduling of their Organization(s) programs with the Town of Orangeville and the Director of Parks and Recreation and/or designate.
2. Annually, all user groups will be supplied with information that is directly related to the use of the recreational facilities and venues pertaining to the following:
 - summer season
 - hours of operation
 - facility closures
 - holiday operating hours
 - conflicts in scheduling
 - ice season (arenas)
 - policy, agreement, and fee changes
 - Applicable Town of Orangeville By-Laws and Policies

5.2 Criteria for Allocation

Staff will take into consideration the following five criteria areas in assessing the facility allocation requests of each applicant:

1. **Equity**

The Town is committed to the principle and practice of fair and equitable allocation of

resources and opportunities to all sports organizations, both new ones and historic users and to both males and females.

2. User Profile

1 st Priority:	Town of Orangeville sponsored programs, services, and events
2 nd Priority:	Child/Youth Community Groups – Regular User – In season
3 rd Priority:	Adult/Senior Community Groups – Regular User – In season
4 th Priority:	Child/Youth Community Groups – Casual User – In season
5 th Priority:	Adult/Senior Community Groups – Casual User – In season
6 th Priority:	Community Groups – Regular User – Out of season
7 th Priority:	Private Groups
8 th Priority:	Commercial Groups

3. Function Profile

Sports Fields/Arenas/Aquatic Facilities/Gymnasiums

1 st Priority:	Town of Orangeville sponsored events, programs, services and existing legal agreements
2 nd Priority:	Games/Practices
3 rd Priority:	National Tournaments and Special Events
4 th Priority:	Provincial Tournaments and Special Events
5 th Priority:	Local Tournaments/Special Events

Multi-purpose Rooms

1 st Priority:	Town of Orangeville sponsored events, programs, services and existing legal agreements
2 nd Priority:	Community based special events
3 rd Priority:	Community service or leisure program opportunity
4 th Priority:	General Meeting

4. Past Performance

The past performance of each user may have an impact on the priority they are given when requesting facility allocations. Negative performance in any one of the following areas may affect consideration of the user requests:

- Indebtedness to Town
- Provision of a Gender Equity Policy for any non-profit sport organizations
- Provision of yearly Gender Equity Statistics for non-profit sport organizations
- Past use statistics
- A history of inequitable treatment of, or discrimination against, any person or groups of persons
- Adherence to conditions of facility use license
- Conditions of facility after use
- Conduct of participants and spectators- Rzone invoked

5. Economic benefit to the Town

- Net revenue to the Town
- Economic gain to the community

5.3 Sport and Physical Activity Facility Allocation Process

Facilities and Parks Division will hold at least one meeting per season to facilitate the seasonal field, ice, aquatic and dry floor allocation process with Regular Users, Casual Users and any other interested parties.

Each seasonal allocation process consists of the following steps:

a.	Town of Orangeville sponsored programs and special events are allocated facility space.
b.	Returning sport groups are sent facility application forms for upcoming seasonal facility usage requests one month prior to the first meeting date. Groups will also be required to provide a membership/players list within 30 days of starting their season.
c.	New sport groups are sent facility application forms for upcoming seasonal facility usage requests up to the date of the first meeting. Successful groups will also be required to provide a membership/players list within 30 days of starting their season.
d.	Initial meeting for information collection and exchange. Facility Application forms are due. User Group satisfaction, concerns, and needs regarding previous season's facility usage are expressed. Draft schedule with input from sport groups completed.
e.	Staff will use the five criteria areas (Equity, User Profile, Function Profile, Past Performance, and Economic Benefit to the Town) to assist in developing a fair and equitable allocation schedule.
f.	An optional secondary meeting to present a draft schedule based on sport group input together with staff decisions based on allocation priorities may be necessary to reach a consensus by all users. (This meeting may be eliminated if a final schedule can be reached by consensus at the initial meeting.
g.	Final schedule for facility usage in upcoming season based on feedback from the secondary meeting and staff decisions based allocation priorities is distributed to all users.

5.4 Multi-purpose Room Allocation

Facilities and Parks Division will allocate multi-purpose room space based on the following steps:

a.	Space for Town programs and events first, and then allocate space for Regular Users on a seasonal basis.
----	--

b.	Any multi-purpose rooms not allocated to Town programs or Regular Users will be available for Casual Users on a first-come first-served basis through the Facilities and Parks Bookings Services.
c.	Facilities and Parks Division will allow Casual Users bookings up to 24 months in advance for special occasion bookings.
d.	Facilities and Parks Division will hold one meeting per year to facilitate the allocation of multipurpose room space for Regular Users. This meeting will be held for User Group satisfaction, concerns, and needs regarding previous season's facility usage to be shared with staff and other users.

5.5 Local parks and smaller venues

If there becomes a demand for the Town of Orangeville's recreational spaces including local parks and smaller municipal venues and facilities, this policy will be adjusted accordingly to help allocate and provide an equitable and fair distribution of those recreational venues, to all citizens, organizations, and user groups.

5.6 Cancellations

The Town/Department has the authority to cancel or alter a rental contract under the following conditions:

- A mechanical failure, weather conditions or emergencies, or other unpredictable building closures;
- A breach of any of the Town of Orangeville's By-laws, policies, rules, and any other or Provincial or Federal laws as well as in direct contravention of all regulatory approvals by the Town(i.e. alcohol, lottery license, etc).
- If the rental contract holder is not in good standing with the Town of Orangeville including but not limited to, outstanding information, the falsification of information and also an outstanding account balance unless prior arrangements have been made with the Town.

5.7 Refunds

The Town/Department will provide as much cancellation notice as possible and refund all fees and deposits received for contract permits cancelled by the Town. The Town will not refund contract permit fees if the cancellation is the result of the Contract Holder's failure to comply with the contract's terms and conditions, regulatory requirements, posted rules or unsafe activities or concerns identified by staff.

All user groups wishing to cancel a rental contract must give notification to the Director of Parks and Recreation, or designate. Casual, one-time rentals or Banquet Hall licensed

events may be cancelled up to 14 days prior to the booking date to be eligible for a refund. Refunds will not be provided with less than 14 days' notice.

Registered Minor Sports Groups and Seasonal Contract Permit Holders may amend bookings up to 30 days after the start of the season's contract without being charged additional fees. Refunds will not be issues after 30 days.

Permits for special events (tournaments, sports camps, competitions, swim meets, trade shows, full weekend events, etc.) may be cancelled up to 60 days prior to the event for a refund. Refunds will not be provided for special events cancelled with less than 60 days' notice.

A full detailed list of cancellation and refunds are stated on the terms and conditions within the Permit Contract.

		OUTDOOR RECREATION & SPORT FACILITY CLASSIFICATION		
		A	B	C
CATCHMENT		Town	Town / Local	Local
LEVEL OF PLAY		Regional Tournament / Recreational	Recreational	Spontaneous / Practice
DESIGN	SURFACE (where relevant)	Natural Grass	Natural Grass	Natural Grass / Gravel
	IRRIGATION (where relevant)	Preferable	Preferable	No
	DRAINAGE (where relevant)	Preferable	Not Required	No
	LIGHTING	Preferable	Not Required	No
	FENCING	Yes	Not Required	No
	SCOREBOARD (where relevant)	Preferable	Not Required	No
	SHOWERS	Preferable	Not Required	No
	PLAYERS BENCHES	Yes	Not Required	No
COMFORT + CONVENIENCE AMENITIES	BLEACHERS	Preferable	No	No
	WASHROOMS	Flush / Fixed Service Centre, Portable toilets acceptable	Preferable (portable)	No
	CONCESSION / VENDING	If site can accommodate	Not Required	No
	SPONTANEOUS RECREATION AMENITIES	Preferable	Not Required	No
	EVENT / CLUB SPACE	Potentially Available	Not Required	No
	ON-SITE PARKING	Yes	Preferable	No
SERVICING	POWER	Yes	Not Required	No
	SEWER	Yes	Not Required	No
	POTABLE WATER	Preferable	Not Required	No
ACCESSIBILITY	BARRIER FREE	Yes	Yes	Yes
INCLEMENT WEATHER AVAILABILITY		Potentially Available	Unlikely	Unlikely
MAINTENANCE INVESTMENT		High	Moderate - Low	Low

Number of Facilities per Classification

Baseball 8



Soccer 8



Mini - Soccer 5



Multi-Purpose 5



Tennis 6

















Winter Sports 4



36

Outdoor Sport Facilities

Class A	Class B	Class C
		
		
		
		
		
		

Class A	Class B	Class C
30.6% of Inventory (11 Facilities)	50% of Inventory (18 Facilities)	19.4% of Inventory (7 Facilities)

Park Facility Classifications

Park	Facility Type	Class
Rotary Park 75 Second Ave, Orangeville, ON L9W 3Y9	Soccer Field	A
	North Ball Diamond (#1)	A
	South Ball Diamond (#2)	A
Idyllwilde Park 55 Second Ave, Orangeville, ON L9W 3R2	Large Ball Diamond (#1)	B
	Small Ball Diamond (#2)	B
Princess of Wales 2 Saxon St., Orangeville, ON L9W 5A3	Soccer Field	B
	Ball Diamond	A
Fendley Park 11 Fendley Rd., Orangeville, ON L9W 5C6	Soccer Field	B
Alder Parklands 275 Alder St. Orangeville, ON L9W 5H6	Soccer Field	B
Lions Sports Park 120 Diane Dr, Orangeville, ON L9W 3N2	Large Soccer Field (#1)	A
	Small Soccer Field (#2)	B
PEPS 51 Elizabeth St. Orangeville, ON L9W 1C5	Soccer Field	B
Springbrook Park Corner of C Line and Town Line, Orangeville, ON L9W 3K4	Senior Ball Diamond (#1)	B
	Major Ball Diamond (#2)	B
	T-Ball Diamond (#3)	B
Mother Teresa 28 Lewis Drive, Orangeville, ON L9W 4M3	Soccer Field	C
	Ball Diamond	B