



Indoor Fieldhouse & Court User Request Form

2021/2022 Season

Group Information

User Group: _____
(Name)

Main Contact: _____
(Name)

Residency: Local or Non Local

Group: Adult / Minor / Youth

Total Registered Members 2020/21: _____

Billing Address: _____ City: _____ Postal Code: _____

Phone #: (Hm) _____ (Wk) _____ Cell: _____ Email: _____

		Please Forward: <ul style="list-style-type: none"> Your membership lists from 2020/21. Residency list per group. 		
Day of Week	Start Date / End Date	Time	Additional Information/Requests	Total Hours
<i>E.g.: Monday</i>	<i>Sept 13, 2021-Mar 30, 2022</i>	<i>4pm-5pm</i>	<i>Cancel Christmas break Dec 20, 2021-Jan 3, 2022</i>	<i>1</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Signature: _____

Date Submitted: _____

Indoor Fieldhouse & Court User Request Form

2021/2022 Season

- Block Users have priority booking to new groups once intentions to return are confirmed by May 1, 2021. There are no guarantees users will retain the same space allocation as past years.
- After May 1, new groups will be considered. Allocation policy is in effect for events, leisure programming, minor, youth, adult and non-local groups.
- 2021/22 Season dates begin September 1, 2021-March 31, 2022. Please specify your groups **start and end dates for your season.**
- Note any dates you will not be requiring courts/fields such as holidays or away games.
- Event considerations **MUST** be forwarded with the court/field request form.
- **All users who do not submit request forms for their intention of use by May 1, the past years' hours will be considered in the allocation, however not guaranteed.**

Practices & Procedures for Fair Allocation

1. Court/Field requests are submitted by organized user groups to the Administrator, Events & Bookings approximately four months prior to regular season.
2. Special Event use for regular users should be submitted at the time of regular season submission.
3. Court/Field allocation criteria is as follows:
 - Events
 - City of Leduc Programming & Leisure
 - Minor Local Users
 - Junior Users
 - Adult/Local Users
 - Non-Local Users
4. 90% of members in a group must be local to be considered a local user group. Local participants are residents of the City of Leduc and residents who pay taxes or have elected officials to the County of Leduc.
5. Groups must provide an updated roster of members in September, once their registration is complete.
6. Court/Field distribution hours per group are calculated on the number of members per user group to provide fair play. Total number of allowable hours per group is based on the members in each group divided by the total number of all user members participating for the previous year. This providing a percentage of allowable court/field hours per group for the upcoming year.
7. No show space and cancellations are monitored and recorded for the next season. Groups that exceed 5% of court/field cancelled or not utilized will receive less space the following season by the percentage of space not used for the previous year that exceeds the 5% grace.
8. Bookings are considered 'Block Booked' unless otherwise noted.
9. All bookings must adhere to the Block Booking Policies or Incidental Booking Policies (outlined on next page)
10. All User Groups must provide adequate insurance to the Administrator, Events & Bookings prior to the first booking each season.
11. To minimize user impact on the regular season, the City of Leduc permits two (2) Special Events per surface per month.
12. Users must adhere to the City of Leduc Conditions of use.
13. Contracts will be provided to users for review and must be returned signed and dated to the Administrator, Events & Bookings to firm bookings.

Block Booking Classification

Groups that sign into 'Block Booking' practices with the City of Leduc are groups that book during the regular season, with the exception of March, due to the unpredictability of playoffs and adhere to the following:

- Block Bookings are contractual regular use bookings for the regular sport season (e.g. Court/Field users September 1-March 31).
- Block Bookings can notify the City of Leduc with 14 days' notice of non-use of a scheduled booking. The City of Leduc will make every effort to re-sell the space booked. If the City of Leduc is unsuccessful in selling the space, the group will be charged for the space at the original fee.
- Block Booking contracts will be invoiced monthly and are required to make scheduled payments 30 days from date of invoice.
- No sub-contracting of bookings permitted. City of Leduc staff can refuse use of any group not indicated on the City of Leduc facility schedules.
- Notify the City of Leduc with any exchanges of space with minimum 10 days' notice to the date being exchanged to ensure billings are correct as well as to notify facility staff and attendants with adequate notice of the change.
- Any exchanges less than 10 days' notice will be charged a \$25.00 administration fee.

Incidental Bookings

Groups not signing into a Block Booking Agreement with the City of Leduc during the regular season will be considered incidental bookings and adhere to the following:

- Incidental Bookings may occur randomly or regularly as availability permits.
- Payment is due at time of booking.
- Regular weekly uses from Incidental User Groups are required to make two payments for the season, September 1st and January 1st.
- 14 days' notice is required for any cancellations of space.
- Groups must notify the City of Leduc with any exchanges or space with 10 days in advance notice to the date being exchanged to ensure billings are correct as well as to notify facility staff and attendants with adequate notice of the change.
- Any exchanges less than 10 days' notice will be charged a \$25.00 administration fee.
- No sub-contracting of bookings permitted. City of Leduc staff can refuse use of any group not indicated on the City of Leduc facility schedules.

Indoor Fieldhouse & Court User Request Form

2021/2022 Season

Use this space for any additional information.