



# West Hillhurst Community Association

## EXTERNAL WHCA RENTAL REQUEST

**INTERNAL OFFICE USE**- update Aug 2020

ActiveNet Permit #	Receipt #	Google Calendar	Proof of Insurance	Date

**Prime Time is from 4pm to Midnight Monday-Friday, All Day Saturday and Sunday**

To qualify for the youth pricing your group must be: Youth (0-17) >70% group

**Prices effective as of Sept 1, 2020 - All prices exclude GST**

<b>Ice Arena</b> <ul style="list-style-type: none"> <li>Adult prime-time - \$252.00/hr</li> <li>Adult non-prime time - \$118.00</li> <li>Youth prime time - \$195.00</li> <li>Youth non-prime time - \$93.00</li> <li>Noon hour - \$134.00</li> </ul>	<b>Main Gym - 1st Floor</b> <b>110'x60' (6600 sq ft)</b> <ul style="list-style-type: none"> <li>Prime time/event pricing: \$75.00/hr</li> <li>Non-prime time: \$60.00/hr</li> <li>Youth prime time: \$70.00/hr</li> <li>Youth Non-Prime: \$55.00/hr</li> </ul>
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<b>Dance Studio - 1st Floor</b> <b>30'x40' (~1200 sq ft)</b> Rate: \$40/hr open activity space Event Fee Rate*: call for a quote	<b>Hospitality Room - 2nd Floor</b> <b>40'x30' (~1200 sq ft)</b> Rate: \$35/hr open activity space Event Fee Rate*: call for a quote	<b>Upper Studio A - 2nd floor</b> <b>45'x20' (~900 sq ft)</b> Rate: \$30.00/hr open activity space Event Fee Rate*: call for a quote
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**\*All event bookings will be charged a \$50 admin fee (includes tables and chairs).**

### Other chargeable services

Storage - \$20/day/event      Microphone & Speaker \$50/event      Projector & Screen \$25/event  
Wifi is complimentary (#Telus unsecure network)      Long term renter storage - \$15-\$30/month

### RENTER CONTACT INFORMATION

First Name:	Last Name:	Organization:
Address:	City:	Postal Code:
Email:	Phone Number:	

Please call in your credit card information 403-283-0464 ext. 7

### Event/Program Requests Sept 2020-Aug 2020

**WHCA will be closed on statutory holidays: Sept 7, Oct 12, Nov 11, Dec 25, Dec 26, 2020  
Jan 1, Feb 15, April 2, May 24, July 1, Aug 2, Sept 6, 2021**

Name of organizer:			# of Attendees		Adult	Youth
Event/Program/Team Name	Start Date	End Date	Start Time*	End Time*	Space	

***\*Make sure your times includes any setup and take down time***

Other special notes (tables, chairs, backup space etc)	
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**RENTAL TERMS:** Renters must sign and agree to rental terms for every rental. No person, firm or organization will have access to WHCA rental facilities without executing a written permit.

**PAYMENT AND FEES:** Payment is due 30 days prior to the first booking date. ***No times can be held and your request cannot be completed until payment is made.***

**CREDIT CARD PAYMENT:** Please call (403) 283.0464 x 6 or 7

**MONTHLY BOOKINGS:** Payments are due at the beginning of each month and will be processed automatically on a credit card.

**CHEQUE PAYMENT:** Please make cheques payable to the West Hillhurst Community Association.

**LATE PAYMENT FEES:** Any past due payments are subject to a 3% service charge per 30 days. Rental rates are updated regularly and subject to change.

**CANCELLATION POLICY:** WHCA requires **30 days'** notice to cancel a booking. If you are cancelling a full contract with more than a single booking **90 days' notice** is required from the start of the first booking.

**ICE BOOKINGS:** No one will be allowed onto the ice until the Olympia (ice cleaner) has left the ice and the gate has closed. **Any group jumping onto the ice before the Olympia has left the service will be warned once. A second offense could automatically result in the cancellation of the permit and future bookings as well forfeiting of any fees paid.**

- CSA approved helmets are strongly recommended for all participants during ice activity and in particular for children and youth.
- No shoes/boots etc. on the ice, skates must be worn. With the exception of authorized coaching staff.
- **No writing on the ice, boards, glass or walls (exceptions must be approved by the WHCA General Manager).**
- Food and beverages (with the exception of water) are not permitted on the ice including sport drinks and coffee.

**DRESSING ROOMS: The renter agrees to have vacated the arena dressing rooms within 30 minutes of the end of their scheduled booking. ALCOHOL IS NOT PERMITTED**

**DAMAGES TO THE FACILITY:** Any damage or vandalism caused to the facility from user groups will be at the expense of the renter or group having caused the damage. User groups will be notified and charges will be processed on the credit card on file.

**CLEAN-UP:** The Renter shall be responsible for all damages to the room used during the time of the Renter's event, including damages caused by Renters' guests. The Renter is responsible for cleaning the studio and returning it to its original condition. This includes but is not limited to:

- Anything belonging to the renter must be removed immediately after the booking.
- All trash must be cleaned up and placed in the bins provided and floors must be reasonably clean
- Tables and chairs must be wiped off and returned to their original location.

Renters will be responsible for the cost of cleaning up any area that, as a result of Renter's use, will require more than normal clean-up. **Clean-up penalty**, in addition to rental fees, is **\$150.00** plus any additional fees incurred in the clean-up of the rental space.

**BEHAVIOUR:** Events not conforming to accepted community standards or any event that has been scheduled due to untrue or misleading information provided by the Renter shall be rejected or canceled. Any such cancellation shall be at the sole discretion of the General Manager of WHCA. If at any time the Renter has misrepresented the intended use of the room, WHCA has the right to cancel the event even if the event is in progress. The Renter will be financially responsible, in full, for the terms as set forth in the permit.

**YOUTH SUPERVISION:** Event organizers must ensure youth athletes under the age of 18 have adult supervision at all times. There are to be no warm-ups, running, or playing with equipment outside of the space provided to the event/rental (no warming up in hallways or other spaces).

**SMOKING:** Is prohibited in accordance with The Smoking Bylaw. Recreational drugs are prohibited. Anyone suspected of being under the influence of drugs will be denied access to the rental facilities. Bylaw no. 57M92

**LIABILITY INSURANCE:** Fitness instructors, event rental groups with more than 300 participants (spectators, players, attendees, officials, volunteers), or other high risk bookings must provide their own comprehensive liability insurance in the amount of a minimum of \$2,000,000. It is up to the renter to ensure they have this coverage, they will not be covered by WHCA.

**FIRST AID:** There will be at least one facility staff member with Standard First Aid certification present during smaller events (less than 200 people). Events with more than 200 participants or spectators are required to have a dedicated first-aid responder with Standard First Aid & Level C CPR with AED training. For certain higher risk events, the General Manager may require additional trained staff and/or staff trained at a higher level.

**ZERO TOLERANCE: Verbal or abusive conduct towards staff or other persons will not be tolerated.**

**HOLD HARMLESS AGREEMENT:** I [we] agree to indemnify and save harmless West Hillhurst Community Association (WHCA") against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above rental contract with WHCA, or while in or about the WHCA buildings or premises, or arising from accident or any injury not caused by an act of WHCA, its agents or employees, to anyone attending the event for which I [we] have rented the WHCA Facility or arising from liens or claims resulting from the performance of this contract.

**INDEMNIFICATION OF WEST HILLHURST COMMUNITY ASSOCIATION:** The Renter bears full responsibility for his attendees; accordingly, Renter shall indemnify WHCA, its Board of Directors, officers, agents, and employees against any and all defense costs and fees or judgment liability arising from any claim or lawsuit brought by a third party arising out of the Renter's rental of the premises.

**ALCOHOL:** Due to strict AGLC regulations, no alcohol will be allowed in the dressing rooms, gymnasium, or any other part of the facility except in the designated licensed areas (The Barn Public House). Any groups found breaking this rule will automatically result in the cancellation of the permit as well as any subsequent booking. Any fees paid up to that time will also be forfeited.

Violation of any of these rental terms will result in an automatic fine of a minimum of \$150.00 and/or loss of rental privileges.

***By entering into this contract you have agreed to the zero tolerance alcohol policy, all rental terms and are aware of the consequences***

This document will be updated as things change and progress. Update Aug 14, 2020

## Please read the entire document and establish a plan for your group.

By confirming your rental agreement and entering our facility, **you are releasing the West Hillhurst Community Association, Board of Directors and its employees from any liability due to Covid-19.** Full responsibility falls upon each person who enters the facility. All patrons who wish to enter the West Hillhurst Community Association (WHCA) during the declared pandemic have the understanding of the increased risk of Covid-19. You will enter our building at your own risk. Although your times are confirmed, please be aware that time adjustments could still occur as we begin to open up. This will depend on regulations that are updated by Alberta Health Services (AHS). WHCA reserves the right to adjust/cancel rental times as needed.

**NEW** On July 21, City Council voted to pass the **Temporary Face Coverings Bylaw**, mandating that face coverings be worn in all indoor public spaces and in public vehicles. The City of Calgary Bylaw 26M2020. Exceptions include children under two years of age, or persons with an underlying medical condition or disability which inhibits their ability to wear a face covering. People over the age of 2 must wear masks while in the WHCA facility (hallways, changing rooms etc). While participating in activity masks do not have to be worn. For more information please visit <https://www.calgary.ca/csps/abs/bylaws-by-topic/face-covering-bylaw.html>

1. Each group must have a Group Representative at every booked time who is responsible for ensuring all rules are followed. **Please email all participants and ensure they comply with our WHCA Covid-19 rules.**
2. This representative must also keep a list of all players/participants in attendance at each ice time in case contact tracing is needed for AHS. Required to keep this information for a minimum of 2 weeks. Anyone connected with your group who is in the building longer than 15min must be included on your tracing list.
3. It is up to the rental group to ensure that they are aware and in compliance with government regulations. <https://www.alberta.ca/biz-connect.aspx>
4. **Everyone who enters our facility we strongly suggest they do a COVID-19 self check test.** <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>  
**IMPORTANT HEALTH & SAFETY INFORMATION You're not to enter the building if:**
  - a. You are ill or experiencing symptoms of COVID-19.
  - b. These include: *Fever, Cough, Shortness of breath, Runny nose, Sore throat and /or other listed on Alberta Health Services website*
  - c. You have been exposed to someone who has been diagnosed with or has symptoms of COVID-19
  - d. You or someone in your household has traveled internationally in the past 14 days.
5. You will be asked to follow all Alberta Health Services Guidelines while at the WHCA:
  - a. Practice physical distancing: keep 2 meters between you and other people
  - b. Wash hands often for at least 20 seconds
6. AHS has recommended that you download and use the ABTraceTogether APP. <https://www.alberta.ca/ab-trace-together.aspx>.
7. Additional sanitizing stations have been set up in the facility. Please wash or sanitize your hands before, after and frequently handwash.

## WHCA COVID-19 Rules

1. No access to any other part of the community association only your booked area.
2. Game play is approved for all established cohorts but must follow government regulations.
3. Renters are responsible for sanitizing their own equipment. They are also responsible for ensuring that their participants are adhering to physical distancing requirements. Anyone that is found to be not following the posted rules will be asked to leave the facility immediately. This is very important, as AHS will be monitoring facilities for compliance.
4. All players must arrive dressed and ready to play. **NO CHANGING IN THE HALLWAYS.**
5. Renters are to inform all their participants of proper indoor traffic flow. Fines will be issued if groups do not follow proper indoor traffic flow.
6. The coaches/team representatives to ensure participants are maintaining proper social distancing. Do not ask for additional dressing rooms, as they are not available.
7. Showers will NOT be available.
8. Everyone must bring their own water bottle **NO SHARING!**
9. Spitting is strictly prohibited. A fine of \$50 will be added to your rental and charged automatically.
10. **NO SPECTATORS.** It is strictly a drive and drop/pickup system. If it is absolutely necessary to have a parent (no

siblings), it will only be allowed in special circumstances (medical reasons).

11. No physical gatherings of any size will be permitted in the WHCA whether it's in the entrance or in the parking lot. Socializing is a big part of sport, but we are not at that level just yet. Patience and diligence are key at this point.
12. Coaches/team representatives are to discourage any parents from hanging out in the WHCA at this time, and please ensure that you have contact information for all participants in case of emergency.
13. Leave all valuables at home. Please do not leave any valuables in your vehicle. Vehicle break ins are inevitable at recreation facilities.
14. Water bottle filling stations will be available, no water fountains.
15. No vending machines or ATM services.
16. The Barn restaurant will be closed. Reopen date TBA.
17. All of the WHCA standard rules and regulations will be still in place which are indicated on your permit or can be found on our website.

Thank you for booking at the WHCA and we appreciate your patience as we work to provide a safe environment for our renters and guests. -WHCA Staff and Board

### GENERAL OVERVIEW OF TRAFFIC FLOW IN THE BUILDING

#### ● ARENA COVID-19 RULES

- All participants are to come dressed and ready to play (as much as they can) **dressing rooms are co-ed.**
- Teams will be assigned dressing #1,2 OR dressing room #3,4,5 plus their designated overflow hallway space.
- No parents in the dressing rooms - coaches to assist if youth need help putting on skates.
- The maximum allowed people on the ice at any one time is 28 (including goalies and coaching staff). The maximum number of coaches is 4.
- Team enters through the main arena doors (by the parking lot) 20min before booking start time and stays in designated dressing rooms/overflow hallway space until the start of their booked time. **NO WAITING IN THE HALLWAY.**
- Team enters the ice at their scheduled time (Skill Sessions/WHCA skate coaches will come and get their students from the dressing room).
- **Hallway overflow to put on skates** (you are on camera), if you need to change please use the washroom (1 person max at a time). Take your belongings with you onto the bench or lock in the team dressing room. If you leave anything in the hallway it is at your own risk.
- Please designate someone on your team to wipe down high touch on-ice bench surfaces before and after your use. Lysol wipes will be provided.
- **Teams will finish at their scheduled time and must leave the facility after 20min. Please ensure the hallway is clear before leaving, teams heading onto the ice have hallway priority. (Practice/Skill Sessions/Skaters must leave within 10mins)**
- Team leaves through the exit doors by scheduling TV's and walk outside to the parking lot.

#### ● GYMNASIUM

- **Maximum of 26 participants**
- **Renters are to arrive at the time of their booking - NOT EARLIER!**
- **Gym renters must finish 5min before their scheduled time to allow for people to put on their shoes and must leave the facility within 5min.**
- Please either wait outside the main entrance doors or in your cars until your booked time, **there will be no waiting in the hallways.**
- Enter the facility through the main entrance doors (walk through the garden pathway, not allowed to enter through the Arena doors)
- Enter the gym through the east gym doors and take your belongings with you into the gym including shoes.
- Maximum of 10 people on the gym stage area, please store shoes either on the stage or in the change room.
- Maximum of 5 people in the change room at one time.
- Gymnasium renters will only have access to the change rooms at the north end of the gym. The bathrooms on the west side are not to be used.
- Exit through the change room doors and walk outside the building to the parking.

- **DANCE STUDIO**

- Maximum of **12 people plus the instructor with a social distance of 3m for high intensity activity with lots of movement.** Maximum of **14 plus instructor if staying at your mat** and not moving around (will vary slightly depending on activities and cohorts).
- Enter through the Fitness Centre entrance.
- Practice social distancing when entering and exiting.
- Dance studio renters are **ONLY** to use the accessible washroom across from the studio. There will be no access to the fitness centre change rooms.
- No shared equipment (All portable fitness equipment will be non-accessible, must bring your own equipment ).
- Fans in the room will not be available.
- The water fountain will not be available so please bring your own water.
- Depending on if your group is in a cohort, social distancing markers will be on the floor and on the ballet bar.
- Renters can arrive 5min before dressed ready - **NOT EARLIER!** Must leave within 5mins of the end time of their booking (example booking ends at 10am must leave the building by 10:05am). Ask participants to arrive dressed and ready at the time of your booking not earlier.

- **HOSPITALITY**

- Maximum of **11 people plus the instructor with a social distance of 3m for high intensity activity with lots of movement.** Maximum of **14 plus instructor if staying at your mat** and not moving around (will vary slightly depending on activities and cohorts).
- Enter the facility through the main entrance doors (walk through the garden, not allowed to enter through the Arena doors).
- Exit through the main doors and practice social distancing.
- Renters can arrive 5min before dressed ready - **NOT EARLIER!** Must leave within 5mins of the end time of their booking (example booking ends at 10am must leave the building by 10:05am). Ask participants to arrive dressed and ready at the time of your booking not earlier.

- **UPPER STUDIO A**

- Maximum of **9 people plus the instructor with a social distance of 3m between people** (will vary slightly depending on activities and cohorts).
- Enter the facility through the main entrance doors (walk through the garden, not allowed to enter through the Arena doors).
- Take all your belongings with you into the room (including shoes).
- Exit the north door of the studio.
- Exit through the doors at the end of the north hallway. **DO NOT** prop the emergency exit doors. Go outside and walk around the building to the parking lot.
- Renters can arrive 5min before dressed ready - **NOT EARLIER!** Must leave within 5mins of the end time of their booking (example booking ends at 10am must leave by 10:05am). Ask participants to arrive dressed and ready at the time of your booking not earlier.