



To: 2017 SUMMER ICE BOOKING COORDINATORS
From: Leslie Campbell, Manager Program Development, Mosaic Place
Date: May 10, 2017
Re: SUMMER ICE

Dear Sir/Madame:

Please Find enclosed information on the following items:

- 2017 Summer Ice Policy (Pages 2/3/4)
- 2017 Summer Ice Request Form (Pages 5/6)

Summer Ice Requests are now being accepted:

- Email: Leslie Campbell – Manager Program Development
- LCampbell@mosaicplace.ca
- Phone: 306.624.2041

Summer Ice Confirmations will be sent out 48 hours following confirmation of WHL & AAA ice requirements for August & September 2017. If you have any questions, please contact me at the phone number or email listed above.

Best Regards,

A handwritten signature in blue ink that reads "Leslie Campbell".

Leslie Campbell
Mosaic Place Manager, Program Development

2017 SUMMER ICE POLICY

PURPOSE

To provide a process for allocating and renting ice at Mosaic Place

1. BOOKING

- All groups wishing to book Summer Ice for 2017 shall forward requests to Leslie Campbell – Manager, Program Development.

2. CONFIRMATION OF ALLOCATION

- In June 2017, 48 hours after receiving both the AAA & WHL Confirmed Practice and Game Schedules The Manager, Program Development shall advise all groups in writing of their confirmed allocations.

3. GROUP PRIORITIES

- Major Special Events (i.e. concert, convention, multi-day major events)
- Moose Jaw Warriors WHL Training Camp & Pre-Season
- Moose Jaw Generals AAA Camp & Pre-Season
- Scheduling to Maximize Arena Rental Hours
- Adult Organized Leagues
- Adult Recreational Leagues
- Minor Organized Leagues
- Individual Rentals/Private Bookings

4. STAT HOLIDAYS

- If the demand for ice is substantial, the Arena will be open Labour Day, September 4th, 2017 at the Summer Ice Rate of \$190/hr plus gst. Otherwise to open the Arena a Statutory Holiday rate would be charged.

5. POLICY

- All user groups and individual rentals must follow the policies and guidelines that are outlined.
- All assigned or booked hours must only be used by the group or individual that has booked these hours. Ice Booking Coordinators are not allowed to sublet their ice time.

- As a proactive risk management practice, all ice users are encouraged to take reasonable steps to ensure that all necessary protective equipment be worn for the appropriate sport. The vast majority of head and facial injuries received in hockey are preventable. You can help reduce face and head injuries by encouraging players to wear full head and facial protection, including a helmet and mouth guard.
- The Ice Booking Coordinator for the user group or individual rental shall be responsible for the conduct and supervision of all persons attending the facility while they are permitted to use same and shall ensure that all the regulations contained in this policy are adhered to. This includes but is not limited to vandalism, littering, abusive language, smoking, tobacco chew and the use of alcohol and shall be deemed as just cause to cancel the ice allocation without refund. The Ice Booking Coordinator assumes full responsibility for all damage to this facility, the only exception being wear and tear and damage by acts of God.
- Ice Booking Coordinators are encouraged to inspect the playing area before its use to identify any immediate safety concerns. All safety concerns must be brought to the attention of the Mosaic Place operations personnel by calling 306-690-3950. Participants should not be on the playing area until the safety concern is addressed.
- The ice will be flooded before the start of each rental time. The Ice Booking Coordinator is responsible for ensuring that the participants do not go on the ice when flooding/scraping is occurring. No person is allowed on the ice until the Zamboni doors are closed and the rental time begins. Ice Booking Coordinators are responsible for the cost of any floods during their rental time. To maintain a safe ice surface it is recommended the ice be flooded after 2 hours of use. If an Ice Booking Coordinator chooses to run a program for more than 2 hours, deteriorating the ice beyond repair during a 15 minute flood, they will be billed accordingly.
- Outside alcoholic beverages and outside food is strictly prohibited in Mosaic Place, including but not limited to dressing rooms, benches, parking lots, stands, ice surface and all accessory premises to Mosaic Place. It is understood that individual arena ice participants might come equipped with an energizing snack/drink during their rental time. To arrange a team/group meal or have a Concourse Concession open during your rental period contact our Food and Beverage provider Compass Group Canada at 306.624.2096. Vending Machines with sport drinks, water, juice, pop, coffee, hot chocolate, tea, snacks, etc. are located in the North Entrance and on the Concourse of Mosaic Place.

- Dressing rooms are available 30 minutes before the ice time and they must be vacated within 30 minutes after the ice time.
- Smoking and Tobacco Chew is strictly prohibited anywhere on the Mosaic Place property.
- Mosaic Place Management/Staff is not responsible for lost or stolen items at the facility. The Ice Booking Coordinator shall be responsible for making its members, users, participants and individuals aware of the Ice Policy and for making a copy of the Ice Policy available for inspection by its members, users, participants and individuals.

6. UNUSED BOOKING

- When an organization or individual does not show up for the booked time and the ice surface sits idle, the organization will be billed an additional 25% for the time booked and not used.
- The Manager, Program Development will investigate any extenuating circumstances before applying the unused booking rate.

7. PAYMENT

- All Ice Booking Coordinators, both Group and Individual, **MUST** pre-pay for Summer Ice upon receiving their Summer Ice allocation confirmation.
- Summer Arena bookings are non-refundable.
- Neglecting to follow the outlined Summer Ice Policy can result in financial penalty. It is at the discretion of Mosaic Place Manager, Program Development to determine the appropriate course of action from the following:
 - Financial Penalty
(i.e.: Overstaying ice time would result in an additional ice charge)
 - Cancellation of current ice allocation without refund
 - Loss of privilege to book future ice

2017 Request Form – Summer Ice – \$190.00/hr plus gst

Please keep the following dates in mind when completing your Summer Ice Requests

Aug 14 Summer Ice Rentals Start

Aug 18 10:15am-12:30pm & 3:30pm-5:00pm AAA Camp Time

Aug 19 9:00am-11:15am & 6:00pm-7:30pm AAA Camp Times

Aug 20 12:00pm-3:00pm AAA Camp Time

Ice can be rented on these dates outside of these camp times

Aug 24 2:00pm-4:45pm & 7:00pm-8:15pm WHL Camp Times

Aug 25 8:00am-12:30pm & 2:00pm-3:45pm & 5:00pm-6:15pm WHL Camp Times

Aug 26 10:00am-12:30pm & 4:00pm-5:15pm WHL Camp Times

Aug 27 10:00am-11:15am & 2:00pm-7:00pm WHL Camp Times

Ice can be rented on these dates outside of these camp times

September, Tue-Fri, AAA Practice 11:45am-12:45pm

September, Mon-Fri, WHL Practice 3:00pm-5:00pm

September 4th, Stat Holiday, the arena will open at regular summer ice rate based on the demand for ice

September 18th Winter Ice Rates Start – Contract and Individual Ice Rentals Welcome

See the 2017/2018 Winter Ice Policy for complete information & rates!

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

It is your organization’s advantage to list as many choices possible when making your request. This increases your flexibility in allocation time and meeting your requirements. Every attempt will be made to accommodate your needs; however, this may not be possible in all cases. 2 Dressing Rooms are provided with each ice time, if your program requires fewer or more dressing rooms please indicate with your request.

DATE	TIME	# OF DRESSING ROOMS

This Application for Summer Ice is on behalf of: _____
(Organization or Individual)

I, The Ice Booking Coordinator, have read The Mosaic Place Summer Ice Policy and am responsible for providing the policy to our group members, users, participants and individuals to ensure the Ice Policy is adhered to.

 (Ice Booking Coordinator Printed Name)

 (Ice Booking Coordinator Signature)

Mailing Address & Postal Code: _____

Email: _____ Phone: _____

Date: _____