

# FACILITY REQUEST FORM



---

## SECTION A: Contact Information

Organization/Group/User: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose for request: \_\_\_\_\_

---

## SECTION B: Please check the Facility that you would like to book.

- |   |   |
|---|---|
| a. <input type="checkbox"/> Recreation Centre | e. <input type="checkbox"/> Willow Park           |
| <input type="checkbox"/> Multipurpose Room    | f. <input type="checkbox"/> Playing Field;        |
| <input type="checkbox"/> 3 Seasons Room       | Specify: _____                                    |
| b. <input type="checkbox"/> Clock Park        | g. <input type="checkbox"/> Quiet Park            |
| c. <input type="checkbox"/> Waterfront Park   | h. <input type="checkbox"/> Other, Specify: _____ |
| d. <input type="checkbox"/> Reservoir Park    |   |
- 

## SECTION C: For RECREATION CENTRE BOOKINGS ONLY. Please select the category that best describes your organization and the appropriate fee schedule:

1. \_\_\_ Non-Profit Organization:
  - a. \_\_\_ Half-day/Full-day (9:00 am - 5:00 pm, Monday to Friday) No Charge
  - b. \_\_\_ Half-day (less than 4 hours) \$15.00
  - c. \_\_\_ Full-day (more than 4 hours) \$25.00
  - Please provide your non-profit registration number: \_\_\_\_\_
  
2. \_\_\_ Individual, Commercial or Other Organization:
  - a. \_\_\_ Half-day \$20.00
  - b. \_\_\_ Full-day \$35.00

Is a key for the Recreation Centre required? Yes / No      Re-occurring User: Yes / No  
*Keys should be picked up from the Recreation Centre or Town Hall the business day before the booking and returned the next business day following the booking. A key sign out form must also be filled out before you pick up a key. Users who have keys should be using those keys to access the building only during times they have the space booked. Accessing the building with your key during a time that you have not booked the space for use will result in the loss of your group's privileges. Keys are not to be*

---

# FACILITY REQUEST FORM



---

*copied or distributed. Groups using the Recreation Centre on a regular basis may sign a key out for a period of time by providing a key deposit. At the end of this period the key must be returned and the deposit will be refunded.*

---

## **SECTION D: Dates and Times**

If you are booking for a league, please skip this section and proceed to **SECTION E**.

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

---

## **SECTION E: Leagues (if applicable)**

Type of League: \_\_\_\_\_

A league schedule **MUST** be submitted before any privileges are confirmed. The schedule should include any practice dates/times that the league requires.

Do you require the use of more than one facility? Yes / No

*If you require more than one facility/playing field, please make sure the attached league schedule indicates the facility/playing field for each game/practice.*

League Schedule Attached

---

## **SECTION F: Liquor Permit**

Will you be applying for a special occasion liquor permit? Yes / No

*If yes, additional information must be provided. Please contact James Collicutt at (902) 542-0368 [jcollicutt@wolfville.ca](mailto:jcollicutt@wolfville.ca) for more information.*

---

## **SECTION G: Site Plan**

Please provide a site plan for your booking if you wish to erect any structures. There is underground irrigation and wiring at all Town facilities and these site plans **MUST** be approved before any privileges are confirmed. If a site plan is not submitted and damage is done to any underground infrastructure during the duration of your event the organization/user/group will be responsible to cover any costs associated with the repair of the infrastructure. To access a rough blue print of a site please contact James Collicutt at (902) 542-0368, [jcollicutt@wolfville.ca](mailto:jcollicutt@wolfville.ca).

---

# FACILITY REQUEST FORM



Site Plan Attached

---

## SECTION H: Liability Insurance

Your group is advised to carry Liability Insurance protecting them for the duration of the rental period. Coverage should include the Town of Wolfville as an additional named, insured body; and should include a clause holding the Town of Wolfville blameless for any injuries or damages sustained by the said organization, its employees and/or guests/spectators during the rental period, as well as indemnify the Town of Wolfville for any loss it may suffer as a result of any claim. A copy of your liability insurance **MUST** be attached to the Facility Request Form.

Liability Form Attached

---

## SECTION I: Guidelines for Facility Usage

1. The consumption and/or selling of ALCOHOLIC BEVERAGES in any Town of Wolfville facility is prohibited (exceptions by permit, see **SECTION F**).
  2. Smoking is not permitted at Town facilities.
  3. Your group is advised to carry Liability Insurance protecting them for the duration of the rental period. See **SECTION H** for more information.
  4. Your group will be **held responsible for**:
    - a. Any damages caused to a facility due to your participants/spectators negligence.
    - b. The behaviour of participants and/or spectators
    - c. Abiding by all notices and regulation signs posted at the facility
  5. Your group **must**:
    - a. Return the facility to the same condition it was found prior to use.
    - b. Replace any equipment used during the rental to its proper location.
    - c. Adhere to all Town of Wolfville occupational health and safety regulations.
    - d. Note the location of the nearest emergency exit, AED, and first aid kit. In the event of a fire alarm, group members **MUST** leave the building promptly.
  6. The user must assure adequate supervision and control during the booking period.
  7. The Town will not be responsible for items lost or left behind at the facility.
  8. The Town has the right to close a facility due to inclement weather and cancel a booking.
  9. There will be no charge or penalty for individuals or organizations should they have to cancel their booking.
- 

## SECTION J: Cancellation Guidelines

If your group has booked a facility and is aware the facility will not be used for that date, please contact Erin Schurman, as soon as possible, to allow the facility to be booked by another organization.

---

# FACILITY REQUEST FORM



BY ACCEPTING A BOOKING ARRANGEMENT THE USER(S) AGREES TO THE GUIDELINES ABOVE AND TO ACCEPT ALL RESPONSIBILITY FOR ANY DAMAGE TO PROPERTY OR FACILITIES CAUSED BY USAGE AND/OR SUSTAINED BY PARTICIPANTS OR SPECTATORS AND AGREES TO INDEMNIFY THE TOWN OF WOLFVILLE OF ALL RESPONSIBILITIES.

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION I:** Submitting a Facility Request Form

Please ensure that all applicable sections are completed, forms attached, and the Guidelines for Facility Use have been read and signed off on above.

**Requests/inquiries to book the RECREATION CENTRE ONLY should be directed to:**

Program Coordinator (902) 542-3019 [recreation@wolfville.ca](mailto:recreation@wolfville.ca)

**Requests/inquiries to book ALL OTHER FACILITIES should be directed to:**

Public Works Assistant (902) 542-0368 [jcollicutt@wolfville.ca](mailto:jcollicutt@wolfville.ca)

**All Facility Request Forms can be dropped off at one of the following locations:**

**Town Hall**

359 Main Street  
Wolfville, NS B4P 1A1

**Recreation Centre**

7 Victoria Avenue  
Wolfville, NS B4P 1H1

**Public Works**

200 Dykeland Street  
Wolfville, NS B4P 1A2

**PLEASE ALLOW UP TO 3 BUSINESS DAYS FOR YOUR REQUEST TO BE PROCESSED**

**OFFICE USE ONLY**

BOOKING APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_