



# Village of Stirling

## Policy OP02-23



<b>Section:</b>	Administration	<b>Subject:</b>	Field Booking Policy
<b>Approval Date:</b>	September 6, 2023		

### Village Field Booking Policy

#### Policy Statement:

Village of Stirling Council recognizes with the increase in recreational opportunities there will be a need for ensuring field time management is properly handled to prevent conflicts in field usage. As such the Village of Stirling Council enacts the Village Field Booking Policy.

#### 1. Definitions:

- a) **“Applicant”** means any *“person”*, or *“recreational organization”* who applies to use a *“field.”*
- b) **“Application”** means the application method as provided by the Village which can be subject to change from time to time.
- c) **“CAO”** means the Chief Administrative Officer, or their designate for the Village of Stirling.
- d) **“Fee”** means any fee established by Council at any time for rental of a field, or any deposits required, which will be adopted in the annual fees, rates, and charges bylaw.
- e) **“Field”** means any established soccer field; football field; ball diamond; or court which is owned, maintained, and operated solely by the Village of Stirling.
- f) **“Person”** means a person, group, or other organization which does not offer an established league based recreational program within the Village of Stirling.
- g) **“Recreation Coordinator”** means the Pool Supervisor/Recreation Coordinator for the Village of Stirling.
- h) **“Recreational Organization”** means any established league which offers recreational athletic opportunities to members of the community; is self administered and operates independently of the Village Administration. The Stirling School is considered to be a recreational organization.

#### 2. Policy



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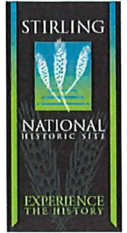
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- a) Any person or recreational organization who wishes to book time on any Village Field shall do so by applying in writing to the Recreation Coordinator.
- b) Field time preference will be provided to recreational organizations who offer season-based league play.
  - a. No field time shall be allowed to be booked for any league or person over the dates established as "Settler Days" for each calendar year.
  - b. The Recreation Coordinator will communicate what days are established as Settler Days at the time fields are being booked.
- c) Any fee associated with field bookings will be established in the annual Fees, Rates and Charges Bylaw and will be applicable at the time of booking.
  - a. Council may choose to waive field rental fees only for Recreation Organizations and only if there is no other agreement in place which speaks to fee structures.
  - b. Fees will only be refunded if the field rental is unable to proceed due to weather conditions and another time can not be found to accommodate the loss due to weather.
- d) The CAO will ensure a calendar is maintained of field bookings so any person or recreational organization is able to see what times and dates are available for booking.
  - a. Should a conflict in a field booking arise the time shall be as noted:
    - i. The time shall be given to the recreational organization; or
    - ii. The time shall be given to the recreational organization who can be proven to have booked the field first. or
    - iii. The time shall be given to the person who can be proven to have booked the field first.
  - b. Any loss in time due to a scheduling error shall have any fee paid refunded.



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- e) The Village may close bookable times outside of the “Settler Days” closure for maintenance of infrastructure.
- f) Any damage done to a field or its infrastructure by a person or Recreational Organization shall be billed back to the person or Recreational Organization.
  - a. Damage does not include standard wear and tear.

Council Motion # 2023-247

  
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Mayor – Trevor Lewington

  
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CAO – Scott Donselaar