

Carrot River and District Recreation Board
Recreation Facility Policies

SECTION ONE

1. Governance & Purpose

The Carrot River and District Recreation Board is a volunteer, governance board appointed by Carrot River Town Council to oversee facility operations, community programming within facilities and general actions of the Community Development and Facilities department within the Town of Carrot River. As governor of recreation spaces and facilities with the Town of Carrot River, the Carrot River and District Recreation Board reserves the right to refuse use of facilities to any group or individual.

Any group planning repairs, renovations, or construction in or on any Carrot River and District Recreation Board governed facilities must receive permission from the Carrot River and District Recreation Board, and the Town of Carrot River to undertake the project.

Public spaces and facilities governed by the Carrot River and District Recreation Board include:

- Carrot River Community Square
- Carrot River Outdoor Rink
- Kearns Arena
- Lions Ball Park
- and any space appointed by the Town of Carrot River.

Recreation facilities exist to serve the Carrot River community by supporting physical activity, community events, cultural programming, and public wellbeing. All age groups, organizations, and community members are encouraged to access these facilities.

2. Priority of Use and Scheduling

Kearns Arena, Lions Ball Park, and the Old School Gymnasium must be booked through the Community Development Manager or Facility Manager to ensure efficient scheduling, proper maintenance, and public safety. The Carrot River and District Recreation Board determines priority of use and may postpone or reschedule activities when needed to accommodate higher-priority programming. Recreation programs operated by the Recreation Board receive first priority. Community groups that regularly use these facilities may request recurring time slots up to one month before their season begins. These groups will receive priority over non-local users. If a scheduled time remains open or is not used, the Recreation Board may reassign it.

User groups may not exchange or swap scheduled times without approval from the Community Development Manager or Facility Manager. All activities taking place in Kearns Arena and the Lions Ball Park require prior approval from the Carrot River and District Recreation Board.

3. Management

Management of Kearns Arena, the Lions Ball Park, and other public recreation spaces is carried out by the Facilities Manager, in coordination with the Community Development Manager, with guidance from the Carrot River and District Recreation Board and oversight from the Town of Carrot River Administrator. Responsibilities include day-to-day operations, facility maintenance, and implementing the policies, procedures, and rates established by the Recreation Board and outlined in this manual.

4. Public Conduct and Discipline Measures

4.1 Public Facility Code of Conduct

All users of the Lions Ball Park, Kearns Arena, and other public recreation spaces are expected to follow the rules and regulations posted at each facility:

- a. Maintain general cleanliness within the facilities. Avoid littering, use the bins provided, and report any issues or concerns to facility staff.
- b. Treat facility staff with respect and follow their instructions.
- c. Behave respectfully toward other patrons. Disorderly conduct, foul language, physical aggression, and actions that interfere with others' enjoyment are not permitted.
- d. Acts of vandalism, theft, or other criminal behaviour are strictly prohibited.
- e. Children under 12 must be accompanied and supervised by a parent, guardian, or responsible adult (coach, grandparent, etc.).
- f. Smoking, tobacco use, vaping, and cannabis use are not permitted indoors or within three metres of facility entrances or ventilation systems.
- g. Alcohol is not permitted unless authorized under a special permit issued by the Saskatchewan Liquor and Gaming Authority.
- h. The Carrot River and District Recreation Board and facility staff are not responsible for lost or stolen personal items.

4.2 Disciplinary Action for Breach of Public Facilities Code of Conduct

Facility staff and management may remove any person from a facility for violating the Public Facility Code of Conduct or for other just cause. Disciplinary actions are determined on a case-by-case basis, considering the severity of the incident and any prior infractions.

- a. Individuals engaged in criminal acts will be subject to criminal prosecution, immediately removed from the facility, and may be banned from all recreation facilities for a period determined by the Facility Manager and/or the Carrot River and District Recreation Board, up to a maximum of 12 months.
- b. Individuals who violate the Public Facility Code of Conduct will be removed from the facility and may be banned from all recreation facilities for a period

determined by the Facility Manager and/or the Carrot River and District Recreation Board, up to a maximum of 12 months.

4.3 Special Rules – Ice-In Season for Kearns Arena

For the purpose of this policy, the “ice-in” season shall be defined as September 1st to April 15th.

- a. Only authorized personnel may operate the public address system or score clock.
- b. Skaters may not enter the ice surface until permission is given by the Facility Manager (or designate) or until a coach or manager is present and supervising.
- c. No person may enter the ice surface without skates unless authorized by the Facility Manager or designate, or as permitted under Broomball rules.
- d. Skaters may not participate in games or activities that interfere with arena operations.
- e. Food and beverages are not permitted on the ice surface.
- f. Individuals must wear skate guards in the lobby and other non-ice areas of the facility.

Public Skate & Shinny Rules:

- a. When Public Skate and Shinny occur at the same time, the ice surface must be divided at the centre line.
- b. Helmets are mandatory for all Shinny participants.
- c. Children under 12 must be supervised by an adult.

Dressing Rooms and Referee Room Rules:

- a. Supervising coaches, managers, or adult leaders are responsible for participant behaviour.
- b. Only authorized personnel may enter dressing room areas.
- c. Garbage bins must be used; repeated failure to keep rooms clean may result in loss of access.
- d. Damage caused by participants is the responsibility of the affiliated Association. For public programs, the individual—or parent/guardian in the case of a minor—is responsible for costs.
- e. Repeated violations may lead to suspension of facility privileges.

5. Concession and Bar Regulations Kearns Arena

5.1 Concession

The Facilities Manager and Community Development Manager will jointly oversee concession operations unless the concession is leased to an external operator. If leased, subsections (b) and (d) below no longer apply.

- a. Concession hours will align with the facility schedule, including games and special events.
- b. Community groups may request to rent the concession; rental availability depends on equipment use and operational needs.

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- c. No external vendors will be permitted without approval from the Carrot River and District Recreation Board.
- d. During the ice-in season, Minor Sports groups may be offered reduced ice rental rates in exchange for providing volunteer support in the concession.

If the Recreation Board chooses to enter a lease agreement with an external party, the agreement will include:

- A \$1,000 damage deposit; and
- A security deposit equal to one month's lease payment.

5.2 Bar

The bar located in the Kearns Arena lobby may be rented upon request and approval of the Carrot River and District Recreation Board. Rental fees are outlined in the fee schedule.

Bar Use Rules:

- a. Users must submit a written request to the Recreation Board to rent the bar.
- b. Users must obtain and comply with all conditions of a valid liquor permit issued by the Saskatchewan Liquor and Gaming Authority.
- c. Users are responsible for supplying beverages, ice, and disposable cups.
- d. All beverages must be served in plastic, disposable cups.
- e. Users must complete all cleanup of the bar area and any other spaces affected during the rental period.

SECTION TWO

1. Fee Structure

The Carrot River and District Recreation Board is responsible for setting all facility rental fees and may negotiate special rates with individuals or groups when appropriate. Any changes to rental fees must be communicated to regular users and the general public. Rental rates may be adjusted annually.

2. Ice-In Season – Kearns Arena

For the purpose of this policy, the “ice-in” season shall be defined as September 1st to April 15th.

The fee schedule for each ice-in season will be set by the Recreation Board prior to opening and recorded in this policy.

- a. Ice-In rental rates:

Kearns Arena - Ice IN Season	Current	2026-2027	2027-2028	2028-2029	Review	2029-2030	2030-2031
Local Minor Sport	\$100.00	\$ 110.00	\$ 115.00	\$ 120.00		\$ 125.00	\$ 130.00
Non-Local Minor Sport	\$120.00	\$ 130.00	\$ 135.00	\$ 140.00		\$ 145.00	\$ 150.00
Local Adult	\$125.00	\$ 130.00	\$ 135.00	\$ 140.00		\$ 145.00	\$ 150.00
Non local Adult	\$150.00	\$ 160.00	\$ 165.00	\$ 170.00		\$ 175.00	\$ 180.00
Tournament Day MAX	\$700.00	\$ 800.00	\$ 825.00	\$ 850.00		\$ 875.00	\$ 900.00

- b. **Priority Access Penalty:**

Public access programs delivered by the Recreation Board take priority. Any

rental that displaces these programs will be charged a **\$250 penalty**, except when pre-approved for special events, tournaments, playoff games, or provincial games.

c. Payment Deadline:

Rental fees must be paid within **30 days** of billing or interest penalties may apply.

3. Ice-Out Season – Kearns Arena

For the purpose of this policy, the “ice-out” season shall be defined as April 16th to August 31st.

- a. Individuals or groups renting any part of the facility during the ice-out season must sign a rental contract with the Recreation Board prior to the event date.
- b. The rental contract is included as an appendix to this policy.
- c. A security deposit equal to **50% of the rental fee** is required at the time of booking.
- d. A **\$500 damage and cleaning deposit** must be provided one week before the event. The deposit will be held until an inspection is completed within 48 hours by the Facility Manager or a Recreation Board representative. If the facility is left in acceptable condition, the deposit will be refunded.
- e. Ice-Out rental rates:

Kearns Arena - Ice OUT Season	Current	2026-2027	2027-2028	2028-2029	Review	2029-2030	2030-2031
Full Facility (Day)	\$500.00	\$ 550.00	\$ 565.00	\$ 580.00		\$ 595.00	\$ 610.00
Full Lobby (Kitchen +Bar)	\$200.00	\$ 220.00	\$ 225.00	\$ 230.00		\$ 235.00	\$ 240.00
Lobby Only	\$100.00	\$ 110.00	\$ 113.00	\$ 117.00		\$ 121.00	\$ 125.00
Concrete Surface	\$25/hour	\$30/hour	\$31/hour	\$32/hour		\$33/hour	\$34/hour

- f. Rental fees must be paid within **30 days** of billing or interest penalties may apply.

4. Lions Ball Park

- a. The rental rates for the Lions Ball Park shall be as follows:

Lions Ball Park	Current	2026-2027	2027-2028	2028-2029	Review	2029-2030	2030-2031
Game	\$ 40.00	\$ 45.00	\$ 47.00	\$ 49.00		\$ 50.00	\$ 52.00
Tournament Day	\$100.00	\$ 115.00	\$ 118.00	\$ 121.00		\$ 124.00	\$ 127.00

- b. Rental fees must be paid within 30 days of billing or be subject to interest penalty.

5. Gym

a. Rental rates:

Old School Gym	Current	2026-2027	2027-2028	2028-2029	Review	2029-2030	2030-2031
Local - hourly	\$ 25.00	\$ 50.00	\$ 52.00	\$ 54.00		\$ 56.00	\$ 58.00
Contracted - hourly	\$ 25.00	\$ 28.00	\$ 29.00	\$ 30.00		\$ 31.00	\$ 32.00
Local - daily	\$200.00	\$ 300.00	\$ 320.00	\$ 325.00		\$ 330.00	\$ 335.00
Non-local - hourly	\$ 50.00	\$ 55.00	\$ 113.00	\$ 117.00		\$ 121.00	\$ 125.00
Non-local - daily	\$300.00	\$ 330.00	\$ 335.00	\$ 340.00		\$ 345.00	\$ 350.00

b. Rental fees must be paid within **30 days** of billing or interest penalties may apply.

SECTION THREE

1. Memorial Item Criteria

To ensure consistent standards and meaningful recognition for individuals memorialized at Kearns Arena, the following criteria must be met:

a. At the time of their passing, the individual must have held an active role within a community sporting program.

2. Team/Athletic Banner Criteria

To preserve the integrity and significance of banners displayed in Kearns Arena, the following criteria apply:

a. Local sport organizations may display **championship banners only**, as recognized by the governing body of their sport. All banner installations must be coordinated with facility staff regarding placement and installation.

Contract for the Rental of the Carrot River Community Center

Between: The Carrot River and District Recreation Board
Box 501, Carrot River, SK. S0E 0L0
Phone: 768-3833

A municipal corporate body responsible for the administration of the Carrot River Community Center.

And: _____

This lease contract, made this _____ day of _____ 20____

It is agreed between the parties as follows:

1. The term of rental agreement is effective for the date(s) of _____ between the hours of _____.
2. The rental fee agreed upon by both parties shall be _____, with a security deposit of 50% the rental amount to be paid one month before event. The fee structure agreed upon shall include the rental areas of _____ and the equipment of _____ . All rental fees agreed upon are due and payable within one week of the completion of the event.
3. The lessee must agree to the \$500.00 damage deposit for the Community Center to cover any damages, vandalism, theft or uncleanliness following the rental activity. This deposit is to be given to the Recreation Office one week prior the event and/or activity and will be held until an inspection of the Community Center has been done. If the inspection proves to be to the standards of the Recreation Board, the deposits will then be reissued to the lessee.
4. The lessee shall agree that a “No Parking Area” be maintained immediately at the entrance of the Community Center to ensure easy access for emergency vehicles, etc.
5. The lessee shall agree that any beverage served, be it alcoholic (with a licensed permit), or non-alcoholic in content, be served in plastic containers at all times, and

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that this beverage be served from designated areas in order that is be controlled at all times.

6. The lessee shall ensure that clean up of the Community Center and its surrounding areas be performed to the satisfaction of the Carrot River and District Recreation Board. If this does not meet the satisfaction, after inspection, 50% of the damage deposit will be retained for janitorial purposes.
7. The lessee shall agree to cooperate with the Carrot River and District Recreation Board, The Town of Carrot Rive, the RM of Moose Range and the Royal Canadian Mounted Police to ensure that a sage and successful activity will be enjoyed by those who attend.
8. The lessee shall agree that the level of their cooperation with the above mentioned regarding the organization of the activity will be considered when the Carrot Rive and District Recreation Board reviews further applications of rental requests from the group for the Community Center.
9. This contract shall be binding upon the parties hereto and upon their successors in interest and shall not be assignable by either party.

In witness whereof the parties hereto have their duly authorized officers accept the terms of this contract.

(signature)

(date)

(signature)

(date)

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Community Center Inspection Sheet

Function: _____

Lessee: _____

Contact Person: _____

Inspection Date: _____ Time: _____

Inspected by: _____ Position: _____

DETAILS:

Bathrooms:

Ice surface (includes cement floor, dressing rooms, hallways etc.)

Lobby area:

Kitchen Area:

Sound Room:

Equipment:

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Other: