

Department of Athletics & Recreation

Facility Rental Policy

DEFINITIONS

For the purposes of this policy, all references to the “Department of Athletics and Recreation” and or the “department” refer to the Department of Athletics & Recreation, at the University of Toronto Scarborough.

For the purposes of this policy, all references to “space”, “facility space”, or “facility”, refers to the facility spaces the department manages and operates, including the Dan Lang Baseball Field, the UTSC Tennis Centre, the Multi-Sport Play Fields (located in the Lower Campus Valley Space) and the Upper Multi-Sport Play Fields (adjacent to the Toronto Pan Am Sports Centre).

POLICY STATEMENT

The Department of Athletics and Recreation rents space to community groups and other external parties for athletic events outside of student programming schedules. All considerations for space rental are determined after the department’s student programming needs have been met.

All requests for facility rentals will be assessed by the Department of Athletics & Recreation for compatibility with available facility spaces, program and supporting services requested (all such determinations lie within the sole discretion of the Department of Athletics & Recreation staff).

Booking

- Bookings will be confirmed only if accompanied by a minimum 25% non-refundable deposit towards the total rental fee and a signed copy of the Facility Rental Agreement.
- The Department of Athletics & Recreation, must receive a full payment (of the outstanding balance, minus the deposit) for the facility use, no later than 3 weeks prior to the booking date.
- All bookings are contingent upon the renter supplying a certificate of insurance. (See criteria for the certificate of insurance in the Facility Rental Agreement).

Cancellations

- All event cancellations must be made in writing, with emailed receipt of confirmation from the Department of Athletics & Recreation.
- Cancellation fees apply as follows:
 - Full refund if the agreement is cancelled 4 weeks prior to the booking date.
 - 25% charge of the full rental rate (represented by the deposit), if cancelled 2 weeks plus 1 day prior to the event date.



- 50% charge of the full rate if cancelled within 2 weeks of the event date.
- All events that are cancelled by the University for any reason will be subject to a full refund.

SUPPORTING POLICIES

University of Toronto Policies

Policy for Safety in Athletic Facilities

SCOPE

This policy is applicable to the facility spaces the Department of Athletics & Recreation, operates and manages, as defined above.

POLICY COMMUNICATION

A copy of this policy will be presented to all parties who sign a Facility Rental Agreement for the use of the department's facility spaces.

A copy of this policy will also be available on the department's website at www.utsc.utoronto.ca/athletics/ and in the policy handbook, reviewed by all department staff.

COMPLIANCE

Conditions of Use

All conditions of use and liability conditions and requirements are stated specifically in the Facility Rental Agreement, issued and agreed upon by all parties, at the time of booking.