



Arenas Rental Application

ICE or FLOOR Requests

Following the Burnaby Allocation Policy, the information provided on this form will be used in determining the distribution of rental time and application of fees & charges.

Parks, Recreation and Culture Facility Allocation Policy can be found [here](#).

Link to facility webpage

[Bill Copeland Sports Centre | City of Burnaby](#)

[Kensington Complex | City of Burnaby](#)

[Rosemary Brown Recreation Centre | City of Burnaby](#)

Season dates	September- March	April – August
Applications due:	April 7	Nov 7
Events request due: (separate form)	March 31	Oct 31

Requestor Information

Group Name:

Affiliate Association:

Sport(s) Activity:

Status of Group: Casual Non-profit Private ICE FLOOR
Business other:

Address: City: Postal Code:

Authorized Signatory Name: Role:

Phone: Email:

2nd Contact name: Role:

Phone: Email:

Organization Information

SUPPORTING DOCUMENTATION REQUIRED TO ACCOMPANY APPLICATION:

Non-Profit

- Statement of Directors and Registered Office
- Certificate of Incorporation

All groups

- Proof of Insurance (if not already submitted)
- Sports Group Application – Team Roster

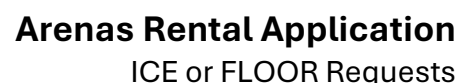
Roster & Statistics

- Submit the following statistics based on last year's rosters – this information is applied towards the priority of allocation and fees associated with bookings.
- Rosters **MUST** be submitted if membership comprised of 60% or more Burnaby residents
 - Form: *Sports Group Application – Team Roster(s)
 - Information for all members: Name, age, street address, city & postal code
 - Roster can be submitted in a different format (i.e. excel document) ensure all required information is included

Total # of Participants: Total # of Burnaby Residents: % Burnaby residents:

Adults (18 yrs+): # Youth: # Mixed ages:

Personal information is collected and used under the authority of the Freedom of Information Act and Protection of Privacy Act s. 26© for the purpose of administering parks, recreation & cultural programs. For information contact the Admin office 604 294 7450



Recurring booking (part.A>B)				One Time booking (skip.to.part.B)			
Part A							
Frequency of requests: (i.e. Daily, Weekly, Monthly)							
Start Date:				End Date:			
Preferred Day(s):	MON	TUE	WED	THU	FRI	SAT	SUN
Preferred Time(s):	6:15-9:00am	9:00am – 4:00pm	4:00 – 11:00pm	11:00pm onwards			
Part B							
Start Time:	End Time:	(setup & takedown time must be included booked time)					

The City of Burnaby requires all groups renting facilities to have liability insurance.

- Licensees must obtain their own policies and name the “City of Burnaby” as additional insured on the policy.
- The policy must be for a minimum value of \$5 000 000.00 – contact sport \$8 000 000.00
- Must include a description of activities, cross-liability clause & waiver of subrogation in favor of the City of Burnaby
- Non-Profit: Certificate of Incorporation must match name on insurance.
- Private: name of insured must match name on permit.
- A copy of the policy must be provided prior to confirming the contract.

0-14 days – no refund, 14-30 days - 50% refund. 30 days+ - full refund.

[illegible]

Personal information is collected and used under the authority of the Freedom of Information Act and Protection of Privacy Act s. 26© for the purpose of administering parks, recreation & cultural programs. For information contact the Admin office 604 294 7450

Storage of Equipment

Storage space is extremely limited and is provided on an as needed basis.

Storage needs are evaluated seasonally.

Only items required for seasonal play can be stored onsite.

There is a monthly fee for storage space.

Requesting storage space: YES NO

Additional Information

- Requests for Tournaments or Special Events – must submit “Arena Rental Application - Special Event”
- Days to omit on bookings (i.e. travel days or away tournament, etc.)
- Multipurpose Room bookings required during rink bookings
- Additional information related to Diversity, Equity & Inclusion
- Important considerations of sport/organization

FAQs

- Groups have access to the changing rooms 30 mins prior to and after the booking.
- Bookings start & end at contracted times.
- Facility staff are not authorized to extend bookings or provide additional equipment – all details must be included on the contract prior to the booking
- Consumption of alcohol is not permitted – doing so may result in cancellation of permit.
- Warm-ups/ Activations are not permitted in lobby spaces.
- Participants must always follow Burnaby staff direction.
- Safety: If Zamboni gates are open, no one is permitted on the ICE or FLOOR.
- Goalie nets & bumpers are City of Burnaby property and are available for use – please return nets to side & remove bumpers off the rink at the end of the booking.

Please submit fully filled form to arenaallotments@burnaby.ca