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Town of Aurora

Attachment 2

Arena Allocation Procedure

Community Services

Contact: Supervisor, Business Support, Community Services

Effective: November 29, 2023

Procedure for Facility Allocation Policy

The purpose of this procedure is to outline the arena-specific considerations of the allocation policy.

Allocation Procedures

Seasonal requests are due on or before the following dates:

- Fall/Winter: April 1
- Special Events (following year): April 1
- Spring/Summer (following year): October 15

Seasonal permits must be reviewed, and revisions must be submitted within 21 days of receipt from the Facility Bookings Administrator. If seasonal permits are not confirmed by the deadline, legacy rights may not be maintained.

Out of season ice allocation (Spring and Summer or May through August) and all arena floor allocation will be made available and scheduled by the Community Services Department according to programming opportunities serving the interest of Aurora residents.

The mandate of the Community Services Department is to provide a variety of leisure opportunities for all Aurora residents. To this end, Community Services Department programs or initiatives and youth programs are recognized as a high priority in terms of arena allocation.

The Community Services Department will allocate sufficient time for arena maintenance activities to ensure arena surfaces, equipment and fixtures are maintained to industry standards.

The Town of Aurora is supportive of having junior hockey programs in Town. As such, the Town will allocate appropriate ice time and provide facility support to the teams for the benefit of Aurora residents and businesses.

The Community Services Department will host a mandatory ice allocation meeting each year to discuss annual Fall/Winter ice allocation, no later than June 15th of each calendar year. The Community Services Department will schedule user group meetings as required throughout the year.

Submission of Town-run recreation program requests

All requests for use of facilities for recreation programming shall be submitted to the Business Support Services division as part of the seasonal program guide process. Advanced Aquatics, Special Events and arenas are booked for a year at a time in advance of the seasonal process.

Booking of facility spaces and supporting equipment shall be the responsibility of the Business Support staff, under the direction of the Recreation team for each respective program season, including entry into the permitting system with set-up requirements.

Facility Maintenance

All 60-minute ice rental periods include a 10-minute maintenance period for ice resurfacing, during which the permit holder is not permitted on the ice and no objects may be placed on the arena boards or allowed to overhang the arena boards.

The Town of Aurora reserves the right to schedule the 10-minute ice-resurfacing period at either the beginning or the end of the rental period. For ice rental periods of greater than one consecutive hour, ice resurfacing will be conducted at the discretion of Town of Aurora staff. Staff will make reasonable efforts to consult with the permit holder, however, the decision of the Town of Aurora staff shall be final.

Town of Aurora staff may sound the horn to signal the end of a rental period or to indicate the need for all participants to vacate the ice immediately for resurfacing or reasons of safety or security.

Rental Rate Categories

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|-----------------|------------------------------------|
| 1. Non-Prime | Between 8 a.m. to 4 p.m. weekdays |
| 2. Morning Time | Between 6 a.m. to 8 a.m. weekdays |
| 3. Prime-Time | Between 4 p.m. to closing weekdays |
| | Between 6 a.m. to closing weekends |

References / Codes

- Facility Allocation Policy