

# **SPACE ALLOCATION GUIDELINES**

Updated 2026

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## **Civic Facilities & Parks**



**CITY OF  
PRINCE GEORGE**



**Space Allocation Guidelines**

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## Space Allocation Guidelines

### Purpose:

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The purpose of the Civic Facilities and Parks Space Allocation Guidelines is to communicate fair use, and decision-making of City facilities, parks, and SD57 facilities for the overall benefit of our community.

### Overview:

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The City provides civic facilities, and parks that are administered in a fair and transparent manner for use by the residents of Prince George for recreation, sport, and special events.

The City achieves this goal by managing space allocation in a way that strives to ensure optimal utilization and programming.

The City coordinates and issues facility contracts and permits for civic facilities, City parks and outdoor recreation facilities, as well as SD# 57 schools and sport fields through a Shared Use Agreement.

### Guiding Principles and Objectives:

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#### Space Allocation For:

- Recreation, sport, and events.
- Enjoying lifetime leisure activities which fosters physical, social, and emotional growth.
- Resident access to a wide variety of activities, while providing a balance between the quality and quantity of these activities.
- Participation at all levels of ability while considering the cost/benefit relationship.
- Access to basic leisure skill development.
- Special event opportunities that may take priority over regularly scheduled programs and space bookings.

#### Space Allocation That:

- Provides fair and transparent space allocation for a person, group, or organization.
- Provides effective and efficient utilization of space and time.
- Provides opportunities to host conferences, conventions, meetings, festivals, championships, tournaments, invitational events, and competitions of all kinds.
- Provides opportunities for children and youth.
- Provides a community benefit.
- Provides opportunities to participate at higher levels of sport and general activities.
- Provides a balance between community recreational use and special event use.
- Provides program stability for leagues, groups, clubs, societies, and associations.
- Provides space allocation at the Prince George Aquatic Centre and Canfor Leisure Pool that has special events as a priority.
- Provides space allocation at the CN Centre and Community Arenas that have special events as a priority.
- Provides space allocation at the Prince George Conference and Civic Centre that has annual conferences, annual special events, conferences, special events as a priority in this order.
- Provides space allocation at Masich Place Stadium that has special events as a priority.
- Provides public education and input regarding the allocation of space.

## Space Allocation Guidelines

### City Bylaws:

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Facility contracts require the person, group, or organization to abide by and adhere to all City bylaws, provincial and federal regulations, or legislation. The onus is on the person, group, or organization to ensure that they are aware of the bylaws, regulations, and legislation.

Examples of activities regulated by City Bylaws and procedures include, but are not limited, to the following:

- Comprehensive Fees and Charges Bylaw No. 7557
- Garbage Collection Regulation Bylaw No. 7661
- Municipal Alcohol Service *\*Council Procedure\**
- Noise Control Bylaw No. 3848
- Park and Open Space Bylaw No. 7370
- Responsible Animal Ownership Bylaw No. 8898
- Sign Bylaw No. 7202
- Smoke and Vape Free Places Bylaw No. 8591

### Code of Conduct - Respect:

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All City facility/park users are responsible to follow a code of conduct and treat others with respect, dignity, and fairness, promoting a safe and positive experience for everyone. All differences are resolved in a calm and professional manner.

Consistently treat individuals fairly, respectfully, and abstain from behaviour, actions or language that promote discrimination, racism, hatred or is demeaning. Demonstrate a spirit of sportsmanship, ethical conduct, and withhold aggressive acts, threats, violence, or profanity.

#### Examples of Respectful Behavior Include:

- Being polite, courteous, and appropriate to others.
- Accepting responsibility for your own actions, reactions, and the impact your behavior has on others.
- Making your concerns promptly and politely known if something is troubling you.
- Taking initiative to communicate with City staff when you encounter bothersome behavior, expressing the impact the behavior is having on you.
- Being part of the solution.
- Informing City staff of behaviour that is not respectful or is a risk to facility/park users.

## Space Allocation Guidelines

### Examples of Inappropriate Facility Behavior Include:

- Conduct that a person knows, or reasonably ought to know that is unwelcome or making others uncomfortable.
- Conduct, comments, actions, or gestures which are humiliating, offensive, hurtful, or belittling.
- Yelling, swearing, or shouting with the intent to intimidate or create disruption.
- Harassment, violent or threatening behavior.

Always comply with the bylaws, policies, rules and regulations, and refrain from conduct that is damaging, polluting, or detrimental to the facility.

The code of conduct serves to enhance public confidence that the use of City facilities and parks space is respectful. This code is not intended to replace the use of common sense, personal ethics, or morals. Each division is responsible for their own rule enforcement.

### Booking Disputes and Resolutions:

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The City of Prince George provides fair decision-making that is accountable to the public it serves. If a booking dispute occurs that directly impacts a person, group or organization, all resolution attempts will occur through respectful exchange of information.

**The first step** in the resolution process is for the staff member who created the booking to provide adequate information about the decision made and the decision-making process.

**The second step** in the resolution process is the Division Manager will provide an opportunity to those impacted to be heard and review the decision-making process and the decision being made. The Division Manager will provide a written response to the dispute ensuring decisions are made without bias, acting consistently with the rules that apply and are considerate of the individual's needs and circumstances based on relevant information.

**The last step** in the resolution process should the previous two steps fail, is the Department Director will review the dispute and be the final decision maker. The Department Director will review the dispute taking into consideration that a fair process, fair decision, and fair service occurred.

### General Allocation Process:

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The City sends notifications of booking application deadlines to groups or organizations who have previously booked space, events or are known stakeholders at City or SD57 facilities.

Once the booking application deadline has passed, the City begins the allocation process based on scheduling priorities.

The City reserves the right to assign space to satisfy changing priorities, appropriate usage, and emerging municipal, provincial, or national directives.

## Space Allocation Guidelines

### Application Notification

*Notification of application deadline sent out approx. a month ahead as a reminder to regular users.*

### Application Deadline

*Applications reviewed and allocation followed.*

### Application Processed

### Facility Contracts and Permits Issued

## Aquatics

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The decision-making process when allocating space is as follows:

### Prioritization of Space

1. Public Aquatic Swimming and Programs.
2. Children/Youth non-profit clubs, organizations, groups, societies, or associations.
3. School District #57 (general recreation/swimming lessons).
4. Adult non-profit clubs, organizations, groups, societies, or associations.
5. Standard Bookings (for profit).

### Allocation and Distribution

The allocation of space will follow the direction set forth in this document. The City reserves the right to assign space to satisfy changing priorities, appropriate usages, and emerging municipal, provincial, or national directives.

On an annual basis, the Aquatic Division will review facility allocation in relation to:

- Feedback and challenges as identified by the users from the previous year.
- Expressed needs of the users.
- Facility distribution and availability from the previous year.

The City considers recurring and historical use when processing booking applications and endeavors to ensure previous rentals retain their timeslot when requested before the booking application deadline. Sport clubs receive information on their prior seasons contract usage and will be provided with the same space for their current request. Any renewal applications received after the booking application deadline dates will be treated as new requests. Requests for new or additional space beyond the previous year is considered following the prioritization of space for aquatic use.

## Space Allocation Guidelines

### Pool Rental Request

An online rental request form is required for all bookings.

<https://www.princegeorge.ca/parks-recreation/aquatics/rentals-group-booking>

### Pool Booking Seasons

- Fall/Winter: September - April
- Spring: May - June
- Summer: July - August

### Club Space Request Timelines

Club Seasons	Request for Pool Space Received	Draft Contract Returned	Contracts Returned & Signed
Fall/Winter	July 15	August 15	August 31
Spring	February 15	March 15	March 31
Summer	May 15	June 15	June 30

Insurance is required prior to the first day of rental.

### Prime Time

The most sought-after days and times of the week for renting pool space is Monday – Friday from 4:00 p.m. to 7:00 p.m. Preference will be provided to children/youth non-profit clubs, organizations, groups, societies, or associations during this time along with public swimming and programs.

Adult non-profit clubs, organizations, groups, societies, or associations may request space within the prime-time timeslot however prioritization of space will be utilized first by children/youth non-profit clubs, organizations, groups, societies, or associations along with public swimming and programs.

Historical use will not be considered for adults during prime-time space allocation.

### Lane Density

No formal lane density/occupancy guidelines are established throughout BC, however the following number of swimmers per lane is generally recognized and will be used for establishing fairness of space.

Lane Length	Ideal	Acceptable	High
25 Metre	4 - 6	7 - 8	9+
50 Metre	5 - 8	9 - 10	11+

Swim clubs must maintain a minimum of four registrants per 25m lane to ensure appropriate utilization and fairness of space. Less than four registered swimmers per 25m lane is considered underutilized. Should club registration fall below four swimmers per lane, the Aquatic Division reserves the right to reallocate the space based upon prioritization needs.

Swim clubs must maintain a minimum of five registrants per 50m lane to ensure appropriate utilization and fairness of space. Less than five registered swimmers per 50m lane is considered underutilized. Should club registration fall below five swimmers per lane, the Aquatic Division reserves the right to reallocate the space based upon prioritization needs.

## Space Allocation Guidelines

The City recognizes that the Special Olympics BC club has a maximum lane density of four swimmers per 25m lane due to safety and sensory needs. Clubs that do not swim lane lengths (artistic swimming) are not subject to the lane density requirements.

### Special Events

Special Events at the pool may pre-empt users throughout the year taking into consideration the guiding principles and objectives of Space Allocation. A minimum of six months notice in advance of an event is required to ensure the appropriate space is secured. Event requests under six months notice will be considered but not guaranteed due to the impact it can have on preestablished pool programs.

### Group Booking - Terms & Conditions

Group Bookings are pool activities that occur during Everyone Welcome Swim which include school lessons, school recreation swims, and general groups.

Submit an online application:

<https://www.princegeorge.ca/parks-recreation/aquatics/rentals-group-booking>

- Aquatic programmer reviews the request and responds within two business days.
- A booking confirmation is sent to the customer once approved.
- Uninterrupted pool space is not provided and requires a pool space rental contract.
- Aquatic administrative staff reserves the right to alter or cancel group bookings.
- Groups may not replicate programs or services already offered by the Aquatic Division.
- Payment is required 30 days after the invoice has been submitted.

### Annual Sign-In Admission - Terms & Conditions

An Admission Agreement is required for organizations that visit the pool regularly and are invoiced monthly but do not require uninterrupted pool space.

Submit an online application:

<https://www.princegeorge.ca/parks-recreation/aquatics/rentals-group-booking>

- Aquatic sign-in requests must be submitted annually. Pre-approval is required prior to Aquatic admission sign-in agreements becoming active.
- Designated discount swim times are reserved for drop-in customers only and not eligible for aquatic sign-in admissions.
- Uninterrupted pool space is not provided and requires a pool space rental contract.
- All participants/leaders are required to sign-in prior to admittance.
- When entering as a group, the leader may sign-in for the group. If not entering as a group, each participant must show proof they are with the group prior to signing in (ID card).
- Aquatic administrative staff reserves the right to alter or cancel aquatic sign-in agreements.
- Organizations providing rehabilitation, specialized instruction are required to demonstrate proof of credentials upon request prior to approval of the aquatic sign-in agreement.
- Organizations may not replicate programs or services already offered by the Aquatic Division.

## Space Allocation Guidelines

- It is the responsibility of the sign-in organization to adjust their schedule to avoid pool conflicts during busy swims such as pool vacations, non-instructional days, and statutory holidays.
- Invoicing occurs monthly with payment due upon receipt.

## Pool Closures

- The Canfor Leisure Pool will close for up to five weeks for annual maintenance commencing the first week of December during regular operations.
- The Prince George Aquatic Centre will close for up to five weeks for annual maintenance commencing on Labour Day during regular operations.
- The Aquatic Division reserves the right to close the pool at any time due to extenuating circumstances.
- Extended hours of operation will occur at the Canfor Leisure Pool during pool closures at the Prince George Aquatic Centre.

## Rule Enforcement Guidelines

Aquatic staff are to provide a comfortable and safe environment for all patrons. The lifeguard's role is to educate and re-direct.

For conduct that is grossly inappropriate or where repeated education is ignored, the shift supervisor may ask that customer or group to leave the pool. The RCMP can be contacted if assistance is required.

Aquatic staff will report any behaviour which makes them feel uncomfortable in the workplace. It is the role of the RCMP and not the lifeguard to conduct investigations of potential criminal behavior.

- Children under ten are not to leave the facility unless accompanied by their parent/guardian. The shift supervisor will contact the parent/guardian by phone if not in the building.

All incident reports where the RCMP have been involved require a RCMP File # recorded on the pool incident report. All disciplinary measures will be progressive in nature unless the conduct poses a health and safety risk, is of a criminal nature or grossly inappropriate.

## Space Allocation Guidelines

### P.G. Conference & Civic Centre

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#### Application Timelines

Each time a meeting room or special event reservation for the Prince George Conference and Civic Centre is taken, a facility contract will be produced as soon as event requirements are confirmed. Applications are received year-round and processed on a continual basis.

#### Prioritization for Use Allocations (refer to Fees and Charges Bylaw #7557)

1. Annual Conferences/Conventions
2. Annual Special Events
3. Conferences/Conventions
4. Special Events – with food and beverage
5. Special Events – without food and beverage
6. School District #57

#### Facility Closures

The PGCCC will be closed on statutory holidays except where facility-operating costs are either paid by the renters or included in the operating budget for that facility as determined through the City's annual budget, contractual obligations, and maintenance requirements.

### CN Centre & Community Arenas

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#### Ice Season

- Regular Ice Season: September 1 until the Friday before the start of SD57 Spring Break
- Spring/Summer Ice: First Saturday of SD57 Spring Break – August 31
- Dry Floor: April – August

(Availability in each facility varies based on playoff schedules, special events, major tenant agreements year to year, and ice demands)

- Special events are year-round.

#### User Group Rentals

- Third Friday in March
  - Application requests are sent to past sustaining users, and Special Event users.
  - All request applications must be completed in full,
- Third Friday in April
  - Requests for next year's ice use is received.
- Third Friday in June
  - Preliminary Schedules are sent to sustaining users.
- Third Friday in July
  - Requests for revisions to the schedules must be received.
- Mid August
  - Schedules are prepared and returned to sustaining users.
- Mid September
  - Sustaining Ice User groups will determine registration numbers and confirm schedules with Scheduling Coordinator, within cancellation policy determined on contract.

## Space Allocation Guidelines

- Single or Private Ice user schedule will be determined after Sustaining Ice User schedules are confirmed and may be allocated two weeks in advance of booking date.

### Spring/Summer Ice Seasons & Dry Floor Season

- Second Friday in December
  - Spring/Summer application requests are sent to arena users.
- January
  - requests for spring ice and dry floor use are due in the final week of January.
- February
  - Requests for summer ice and dry floor use are due in the final week of February.
- Mid March
  - One Friday prior to School District 57 Spring Break, Single or Private Ice user schedule will be determined, and may be allocated two weeks in advance of booking date.
  - Final Spring/Summer schedule and contracts prepared and sent to Sustaining Ice User groups.
- Second Friday in March
  - Final dry floor schedule and contracts prepared and sent to user groups.

### Prioritization for Special Event Use

1. Contractual obligations to the Prince George Cougars are scheduled at the CN Centre
2. Where contractual obligations for entertainment events pre-empt the Cougars practice schedule, the Cougars will be scheduled at other facilities.
3. Space needs for special events are placed into the schedule.
4. Special events at the CN Centre and Community Arenas will pre-empt community users throughout the year. Elite provincial or national competitions scheduled in the CN Centre in Community Arenas will not be pre-empted.
5. Annual youth special events that are required as part of an amateur sport program are scheduled during the regular season. Event dates that are set by provincial organizations will be scheduled according to sport governing body requirements.
6. Annual adult special events are scheduled before the start of the regular season or after spring break and after the completion of youth special events scheduling. Time permitting, special events can be scheduled over Christmas break when regular use is not typically scheduled.
7. The Prince George Spruce Kings are scheduled at the Kopar Memorial Arena after the Special Event schedule for the Kopar Memorial Arena is prepared.

### Prioritization for Sustaining Use Allocations

1. Public skating Program
2. City Programs
3. Youth non-profit leagues, societies or associations, and public recreation programs. Youth may be scheduled up until 9:30pm
4. Adult non-profit leagues and teams. More consideration will be given to leagues trying to schedule sequential sessions than individual team allocations. Adult start times vary between individuals, teams, and leagues.
5. Private and commercial youth
6. Private and commercial adult
7. School District #57 is allotted a block of time during school hours at the Kin Centre, Elksentre, and Kopar Memorial Arena.

## Space Allocation Guidelines

8. Remaining ice will be distributed to groups with late applications.

### Prioritization for Spring/Summer Ice Users

1. Annual Users with a history of 2 years where the booking is classified as a Major Tenant
  - where 2 or more user groups fall under this category, allocation will be prioritized based on the most hours used in the previous year.
2. Annual Users with a history of 2 years where the booking is classified as a Minor Tenant
  - where 2 or more user groups fall under this category, allocation will be prioritized based on the most hours used in the previous year.
3. Major or Minor Tenants with no booking history, in order of most to least hours required per week.
4. Private Youth
  - consideration will be given to Private Users in order of most to least hours required per week.
  - consideration will be given to Private Users in order of most to least hours booked within the previous 2 years.
  - consideration will be given to groups booking multiple sessions.
  - must be paid in full, in advance.
5. Private Adult
  - in order of most hours required per week, must be paid in full, in advance.
  - where possible, ice will be allocated equally among this classification of user groups.
6. Remaining ice will be distributed to groups with late applications.

### Prioritization for Single or Private Ice Users

1. Schedules for single or private users will be distributed no sooner than 2 weeks before the first day of the requested month. (Ex: October schedule will be distributed no sooner than September 15<sup>th</sup>)
2. Single or private users with a history of 2 years, within good financial standing with the City of Prince George will be allocated space based on availability, evenly among other single or private users.
3. Where 2 or more user groups fall under this category, consideration will be given to Single or Private Users in order of most to least hours booked within the previous 2 years.
4. Single or private users without a booking history of 2 years, within good financial standing with the City of Prince George will be allocated space based on remaining availability.
5. Late applications will be processed last and will be allocated space only if remaining space is available.

### Request for Revisions to first Draft of Schedule

- All requests for revisions of Regular Season schedule must be received in writing by the third Friday in July of each year.
- Revisions will be considered using the same procedures and will be based on feasibility Arena Facility Closures:
- All facilities will be closed on statutory holidays except where facility-opening costs are either paid by the renters or included in the operating budget for that facility as determined through the City's annual budget, contractual obligations, and/or maintenance requirements.

## Space Allocation Guidelines

### Parks and Outdoor Recreation Facilities

The City provides park and outdoor recreation Facilities that are administered in a fair and equitable manner for use by the residents of Prince George for recreation, Tournaments, and Special Events.

The City achieves this goal by managing park and outdoor recreation facilities in a way that strives to ensure optimal utilization and programming.

The City coordinates and issues Facility Contracts and Permits for both community and School District No. 57 (SD57) use of City parks and outdoor recreation facilities, as well as SD57 schools and Sport Fields through a Shared Use Agreement.

The City processes booking applications for parks, outdoor recreation facilities and schools for the coming year on a first-come, first-served basis once the booking application deadline has passed for the following Facilities.

	Masich Place Stadium PGSS Sport Field Complex City & SD 57 Sport Fields		City Parks & Outdoor Recreation Facilities (including Lheidli T'enneh Memorial Park Pavilion (*see scheduling priorities)	SD 57 School Facilities  (Listed in shared use agreement Schedule B)
	Scheduled Use May – July	Scheduled Use Aug – Nov.	Applications accepted in advance – processed in current year	
Booking Application Deadline	Jan. 15th	April 15 <sup>th</sup>	Ongoing	June 15 <sup>th</sup>
Confirmation (Contracts/Permits issued)	First week of March	First week of June	Ongoing	First week of Aug.

Note: Previous tournaments, special events, nationally recognized day or regular seasonal play retain its annual time slot if it is requested annually by the booking application deadline. Organizations with annual Event bookings are encouraged to book their space for the next year as soon as the Event is over.

Reminder emails for booking deadlines will be sent approximately a month before the booking application deadline to all Organizations who have booked in the previous year.

#### Scheduling Priorities

Booking applications received within the booking application deadlines will be processed according to the following priority listing:

## Space Allocation Guidelines

City Parks & Outdoor Recreation Facilities	Lheidli T'enneh Memorial Park Pavilion	Masich Place Stadium & PGSS Sport Fields Complex	SD57 Schools & Sport Fields
City Operation & Maintenance	City Operation & Maintenance	City Operation & Maintenance	SD57 School Use
Tournament/ Special Event incl. meet/game (National/Prov/Local)	City Programming & Lheidli T'enneh First Nation Community Events	Tournament/ Special Event incl. meet/game (National/Prov/Local)	Tournament/ Special Event incl. meet/game (National/Prov/Local)
Minor (youth) Sport Organization*	Special Events	Minor (youth) Sport Organization*	City Programming Youth Programs
SD57 School Use*	Not for profit Organizations (Youth/Adult)	SD57 School Use*	Minor (youth) Sport Organization
City Programming	SD57 School Use	City Programming	City Programming Adult Programs
Adult Sport	Casual Use (Youth/Adult)	Adult Sport	Adult Sport
Casual Use (Youth/Adult)	Commercial Use	Commercial Use	Casual Use (Youth/Adult)
Commercial Use			Commercial Use

Games typically have higher priority than practice for all uses marked with an asterisk. The City will review any conflicting uses based on the level of the competition and will allocate the uses on a case-by-case basis.

Note: These priorities guide the allocation of Facilities, but the City reserves the right to determine any final approvals. If booking application requests are made at the same level, the City would then make the final decision based on the booking conflict resolution.

Generally, these priorities are relied upon to schedule tournaments/special events, Community Associations, and youth programming over adult bookings during peak hours to support the City's commitment to facilitate recreation and quality of life in our community.

### Parks & Shared Use Closures

An annual rest and maintenance program may be scheduled to maintain Sport Field and turf sustainability generally from Sept. 30<sup>th</sup> – April 30<sup>th</sup>. The City makes every effort to accommodate Organizations, however the health and safety of the users as well as the condition and playability of Sport Fields takes precedence.

The City may close Sport Fields, restrict use, and/or provide alternate sites for use and reserves the right to cancel or suspend Facility Contracts as a result. Refunds or credits will be issued when Sport Fields are closed by the City.

### SD57 Schools and Sport Fields

The SD57 must give notice in writing up to the City sixteen (16) days prior if a school gym or Sport Field (listed in Schedule 'B' of the Shared Use Agreement) is required by SD57 for curricular or extra-curricular school activities.

## Space Allocation Guidelines

The SD57 can, without notice, close a SD57 school or Sport Field for reasons of safety to the user, Facility, and/or grounds as per the Shared Use Agreement, Schedule C, Section 7 of the SD57 Services and Practices.

### Consistency in Allocation (Park and Outdoor Recreation Facilities)

The allocation of park and outdoor recreation facilities will follow the directions set forth in this document. The City reserves the right to assign Facilities annually, as required, to satisfy changing priorities, appropriate facility usages, and emerging municipal, provincial, or national directives.

On an annual basis, the City will review Facility allocation in relation to:

- Feedback and challenges as identified by the users from the previous year.
- Expressed needs of the users; and,
- Facility distribution and availability from the previous year.

### Rule Enforcement Guidelines (Offences and Loss of Privileges)

Loss of privileges for any infraction will consider the circumstances and severity of infraction, damage and effect on sport field, general conduct and cooperation of the permit holder and any previous infractions. Discipline may range from verbal to written warnings to cost of repair and loss of sport field use. It is understood several discipline measures can be used in combination and discipline measures will generally be progressive in nature.

Generally, discipline follows steps 1 – 3:

**Step 1:** First Offence – Verbal warning /discussion with individual/group to be followed up with written documentation that a second offence will result with being placed on probation.

**Step 2:** Second Offence – Written documentation indicating because of the second breach they are now placed on probation.

**Step 3:** Third Offence – The booking is cancelled for up to one full season at the discretion of staff.

# Space Allocation Guidelines

## Appendices

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### Application Types:

#### Annual Youth Special Events

- Events that are required as part of the amateur sport program are scheduled during the regular season.
- Competitions, test days and tournaments are set by provincial organizations and have little flexibility for change.
- The size of the organization and the number of days or events requested are always taken into consideration. New requests from existing regular season ice users are considered before requests from other ice users.

#### Annual Adult Special Events

- These events are scheduled before the start of the regular season or after spring break.
- If applicable, and if space permits, adult special events booked during regular season will be scheduled after allocation of youth special events.
- New requests are considered after annual events have been scheduled, after considering the number of pre-emptions in that facility during that time period and considering the users affected.
- The size of the organization and the number of days or events requested are always taken into consideration. New requests from existing regular season ice users are considered before requests from other ice users.

#### Regional, Provincial, National or World Championships

- Provincial and national competitions may be scheduled for dates later in the season.
- Groups who may be bidding for future championships are asked to provide as much notice as possible about booking for major championship events. The Event Services Division is also willing to provide some assistance with facility information for bid proposals.
- The size of the organization and the number of events requested are always taken into consideration. In addition, the amount of previously requested special events for the same group are taken into consideration before confirmation of this category of event, to ensure groups, have fair allocation of total special events.

#### Regular Season Schedule

- Groups requesting additional time must demonstrate the need for the additional time.
- The effect on the overall schedule is considered before allocating additional time.
- Ice requesting to be returned to the City by any user group will be reviewed and determined by the Scheduling Coordinator based on schedule needs for better utilization of ice and ice allocation

#### New Requests

- New requests for special events are considered after considering the number of pre-emptions in that facility as well as the users who are affected.
- Consideration is also given to the size of the organization and number of days or events that have been requested.
- New requests for Sustaining Ice Users during regular season are considered before other ice users.

## Space Allocation Guidelines

### Definitions - P.G. Conference and Civic Centre

**Additional Time:** Time required for additional space needs due to an increase in registration or program expansion in comparison to previous requests.

**Annual Special Events:** Includes all special events that are reoccurring on an annual or biannual basis and that require a tentative hold of their consistent annual calendar dates into the future. To become an annual special event, customers must complete an “Annual Special Event” application and pay the deposits required by the applicable fee by-law. Annual dates will be held for up to three years in advance at any given time. Events cancelled will be subject to a non-refundable deposit. Two consecutive cancellations will result in a loss of annual user status.

**Consumer Shows (public events):** Exhibitions open to the public usually requiring an entrance fee.

**Conventions/Conferences:** Assemblage of delegates, representatives and members of an organization convened for a common purpose.

1. Usually includes “conference or convention or symposium” in their title.
2. Are generally more than one day in length.
3. Generate economic benefit to the community because they include delegates from out of town that require hotel/bedrooms.

**Food and Beverage Events:** Primarily social events (corporate, individual, fundraiser) involving food and beverage consumption.

**General Scheduling Procedures:** The process used to schedule sustaining and single use rentals in all parks and facilities.

**Meetings:** All one day or multi-day meetings. If the meeting includes a small trade show component it would still be classed as a meeting.

**Pre-emption:** Sustaining or single time bookings that are cancelled due to the prioritization for use allocation. These bookings will be given notice, which is no less than the cancellation period notice for that space except in the case of recreation bookings, which will require a minimum of 7 days’ notice of preemption.

**Recreation Events:** Includes a variety of participatory leisure pursuits such as sports, games, performing arts, and visual arts, outdoor nature-oriented skills and hobbies.

**Reinstatement of Time:** A sustaining user’s regular time is given back due to the cancellation or rescheduling of a special event.

**Rescheduling:** A sustaining, or single time is slotted in a different time and/or location due to a special event or major tenant agreement.

## Space Allocation Guidelines

### Definitions - CN Centre & Community Arenas

**Single (or) Private Ice User:** An organization or individual that uses space on an occasional basis only.

**Special Events:** Includes any single event that is not regularly scheduled; (i.e. tournaments/competitions; test days; concerts; major sporting events or exhibition games; banquets; dances; conferences; conventions; consumer shows; food and beverage events; seminars; fundraising, and tradeshow). This includes both major special events and recreation special events.

**Special Events – CN Centre and Community Arenas:** Any single event that is not regularly scheduled at the CN Centre and Community Arenas; (i.e. WHL hockey games; concerts; exhibition hockey games; tournaments; trade shows; sporting events).

**Sustaining Ice User (Arenas):** An organization (i.e.: PG Minor Hockey Association, PG Ringette, Blizzards Speed Skating Club) or individual adult recreation group that is scheduled on a regular weekly basis, throughout the regular season for a minimum of 3 hours per week.

**Trade Shows (private events):** Exhibition of products or services that is not open to the public. An exhibition of products and/or services was held for members of a common or related industry. Attendees register and wear a nametag with business affiliation.

### Definitions - Parks and Outdoor Recreation Facilities

**Agreement to Rent City Property:** Rental agreement for a City facility signed by the City and the Renter and outlining terms and conditions for use over a term such as a season.

**City:** The City of Prince George.

**Event:** Booked use authorized through the Permit, which may also be referred to as a booking or rental.

**Facility:** The named City Park, outdoor recreation facility, or SD57 School or sport field identified on the Facility Contract and Permit.

**Facility Contract:** A contractual document that approves the use of a facility by a group under certain terms and conditions.

**Hard Surface Court:** A hard-court surface on which a sport is played, most usually in reference to tennis courts or basketball courts.

**Organization:** A not-for-profit society, registered society, association, or other user group who can be issued a Facility Contract and Permit to use a Facility.

**Permit:** Document that gives authorization for the use of a City park, outdoor recreation facility, or SD57 facility.

**Permit Holder:** The signatory on the Facility Contract who is responsible for the Permit and who may also be referred to as the Permit Holder.

## Space Allocation Guidelines

**Renter:** A not-for-profit society who has signed an Agreement to Rent City Property.

**Special Event:** A one-time annual or infrequently occurring and organized public event.

**Sport Field:** A sport field or ball diamond.

**Tournament:** A series of games that make up a unit of competition over one or more days which is not part of the regular season of play and is open to teams in other organizations.