F.H. Sherman Recreation & Learning Centre
RENTAL GUIDELINES

General

1. All Facility Rental inquiries and/or information regarding facility rentals can be obtained during the hours of 8:00 a.m. to 11:00 p.m. 7 days a week.

   F.H. Sherman Recreation and Learning Centre 388 First Rd. E.
   Stoney Creek Ontario 905-560-5886

2. Employees/spouses/dependents 18 and over (with Dofasco health benefits), Dofasco Retirees are allowed to rent our facilities. Exceptions would be organizations, schools, churches, etc. who must submit their request in writing.

3. A contract form must be filled out and signed by all renters, Seasonal, Non Seasonal, and/or outside Groups and returned to the Recreation Office. If a group is renting on more than one occasion, one contract is sufficient for multiple dates throughout the season.

4. Non Seasonal Rentals:

   - Payment is required in full at time of booking. Method of payment can include: Cheque, Visa, Debit or cash, along with signed contract between the hours of 8:00 a.m. to 11:00 p.m. 7 days a week.

5. Seasonal Rentals:

   - Seasonal Rentals may only be booked between the hours of 8:00 a.m. to 5:00 p.m. Monday thru Friday with the Scheduler, by appointment only. Payment schedule for Seasonal Rentals is as follows:
     - Full payment for yearly rental.
     - Full monthly payments must be received prior to the month being rented or
     - In 2 installments, 1 payment to cover September to December payable at the beginning of the season, final payment payable in early January to cover January to March facility usage.
     - Payments will be accepted by: **Cash, Cheque, Visa or Debit**

6. Cancellation Policy

- If the Renter for any reason (exception facility closures) wishes to cancel their contract and/or any dates within the aforementioned, they are required to give the Recreation Office not less than 7 days for ice rentals, gym or outside rentals (baseball diamonds, soccer pitch or pavilion etc.) by telephone 905-560-5886 or full payment will be forfeited.

7. The renter must be present during the entire duration of the rental or have delegated another Dofasco employee/spouse/dependent, Dofasco Retiree to be responsible in his/her absence. Failure to have a Dofasco person present will result in immediate cancellation of the rental. The renter or designate should contact the office prior to the start of the rental time to advise the Recreation Co-ordinator who is in charge of the rental.

8. SEASONAL RENTALS will be considered:

- Requests (facility contracts) must be handed in to be processed on a first-come-first-served basis. Previous seasonal renters will be given first right of refusal if a new renter requests the same time.

- Requests (contracts) to be date stamped when received by Recreation.

- Contracts must be received and signed by the Recreation Office for renewal (previous seasonal renters) and/or new Seasonal Rentals by Sept.1st. After Sept.1st Facility Rentals will be open to new seasonal and/or non seasonal rentals.

* Note: All Recreation groups will be advised to consider their requests for time, at the annual Field/Ice Allocation Meeting. Once the season has started and a seasonal rental has been approved, the seasonal rental will not lose their rental time unless a mutual agreeable time can be arranged between the parties involved.

9. The Recreation Centre reserves the right to cancel a booking at any time, with just reason.

10. Any renter giving the Recreation Centre a cheque that is returned “Non Sufficient Funds” may have their contract cancelled, and will be charged an administrative fee of $10.00.

11. The Renter hereby releases the F.H. Sherman Recreation and Learning Centre for Liability for personal injury or loss of property and will abide by the F.H. Sherman Recreation and Leaning Centre Zero Tolerance of Violence Code of Behaviour.

12. The Renter is responsible for all persons in the group and any damages or destruction done within the facility before, during or after their rental.

13. If the Renter fails to comply with the rental terms within the dates aforementioned, the F.H. Sherman Recreation and Learning Centre shall cancel the contract.

14. Arena Dressing rooms are available one half hour prior to scheduled rental. It is the responsibility of the renter or representative of the contract to pick up a key for the dressing room (from Recreation office or Mini Pro Shop). A set of car keys must be given in exchange for a dressing room key and will be held until the dressing room key is returned.
    * Note: It is the responsibility of the renter or dressing room key holder to ensure all dressing room doors are locked while utilizing the arena. The F.H. Sherman Recreation and Learning Centre are not responsible for any lost items. Ensure all 3 doors (including washroom door) are locked prior to going on the ice.

15. Gymnasium change rooms are equipped with lockers. It is the responsibility of the renter and all persons in the group to supply a lock for their personal belongings. The F.H. Sherman Recreation and Learning Centre are not responsible for any lost or stolen items.

16. GROUP RATES

    a. These are applicable to our Minor/Senior groups and Schools.

    b. When the person renting the facility confirms that it is being used exclusively by the group and **all participants** are members of that Group, the Group Rate applies.

    c. A verbal declaration by the renter will be sufficient to qualify for the Group Rate.

17. TRAINING ROOMS/MEETING ROOM

    a. Upstairs Training Rooms (Rm.A, B, C, D) – **NO** rentals, **NO** use of Room-D for parties, **NO** serving of food, without prior approval of the Manager, Employee Recreation.

    b. Aerobics Room

    - Minor/Senior Dofasco Groups affiliated function may be booked at **no charge,** ie Dofasco Minor Hockey, Dofasco Skating Club, Dofasco Old Timers' Hockey.

    Rental Rate: applicable as indicated on the Seasonal Rental Rules & Fee Schedule. May be rented for meetings or birthday parties by Dofasco employee/spouse of employee/Dofasco Retiree. For Birthday Parties**,** please advise the renter they are expected to leave the room in the same condition as they found it.

    Rental Rate: as indicated on the Seasonal Rental Rules & Fee Schedule.

18. BIRTHDAY PARTIES may be held in the lobby on a first come first serve basis, **can not be reserved prematurely** (no cost). Not recommended for large parties over 20 people.

19. Rentals using our equipment such as a basketball, volleyball, etc. must leave some type of collateral (keys/ID card) until the equipment is returned.
    Note: This does not include lunchtime training use.

20. **Rental Rates** for the ice arena, gymnasium, ball diamonds, etc. are published separately.

21. **Alcohol/Drugs: All Drugs and Alcohol are PROHIBITED on the F.H. Sherman Recreation and Learning Centre's property. Contract will be subject to termination.**

22. **Pets** are not allowed in any part of our facility, indoor or outdoors.

EXCEPTIONS: The above guidelines may be altered if approved by the Manager, Employee Recreation.