



THE CORPORATION OF THE
CITY OF WINDSOR

Parks & Recreation Department



July 27, 2009

To all Ice Users:

Attached you will find your 2009/10 contract for each City of Windsor facility that your organization will be utilizing. I would ask that you **review** the contract for any deletions or omissions and **return**, to the appropriate facility, a **signed** copy by no later than **August 28th**. Please note that on the contracts all cancellations are listed as "omissions".

For the upcoming season there will be some new procedures that we hope will be a benefit to all facility users:

1. **Payments** - For the upcoming season all groups that have seasonal bookings (entire season) will be asked to submit post dated cheques dated for the end of each month EXCEPT for the last month. For the last month the City will invoice each group and this billing will account for any changes that occurred throughout the season (additions or deletions). On the contract it will state the amount of money owed for each month (see attached example). Each facility will also e-mail to your designated contact a monthly summary of all ice used at that facility for your records (see attached).

All one-time rentals must pay for the ice in full when the ice is booked.

NOTE: All payments due from previous years must be paid in full before ice will be allocated in 2009/10. Should you have questions on any outstanding invoices please contact us as soon as possible.

2. **Dry Land Training** - If teams do dry land training before games or practices this training is to take place outside of the facilities. Due to safety concerns we cannot allow teams to run through hallways or up and down stairs. Should teams just be doing static stretching we would recommend an end of a hallway to be out of the public walkways.
3. **Start Times/Flood Times** - On your contracts the start times listed will be the time your group can step on the ice NOT when the flood will start (i.e. 8:00 am you start and 8:50 am buzzed off for a flood).

All groups that have ice booked in the WFCU Centre main bowl this is just a reminder that should events get booked throughout the season you may be bumped from those dates. Groups will be notified at least one month in advance except for exceptional circumstances

Please return a signed copy of the agreement with post dated payments by August 28th to the facility or the Parks and Recreation main office with all posted dated payments. If contracts are not received by this date we will assume ice is not required for the upcoming 2009/10 season.

Should you have any questions please do not hesitate to contact Carl Fama, Manager of Sport Services at (519) 253-2300 x 6876; we are looking forward to another great season.

Yours truly,

Jan Wilson
Executive Director of Recreation