



Campbell River Youth Soccer Association

Fieldhouse Booking Policy and Procedure

Policy

The Campbell River Youth Soccer Association (CRYSA) has a working arrangement with the City of Campbell River (City) for booking and use of the Rotary Community Fieldhouse at Robron Park. To facilitate CRYSA's use of this Fieldhouse (meeting room, change rooms, office space, gear storage), the following procedure is in place.

Procedure for Meeting Room

1. All bookings must be done through the CRYSA Administrator.
2. In keeping with the City's requirement of 7 days' notice for booking, all bookings must be submitted to the CRYSA Administrator 9 days prior to the date of use.
3. To book, the Administrator will need the following information:
 - a. Date of event
 - b. Duration of event
 - c. Reason for event
 - d. Number of people attending
 - e. Any equipment needed, tables, chairs etc.
 - f. Will food be served
 - g. Will alcohol be present (Note – CRYSA does not support alcohol on the premise if minors are present. If an adult only event is booked, separate permits may be required).
4. Meeting Room bookings are limited to one date at a time.
5. Once the booking has been approved by the City, the Administrator will inform the group of their approval.
6. A copy of the approved booking should be on hand at the event.
7. Once approval has been confirmed a set of keys and entry instruction can be obtained from CRYSA's designate.
8. Each user group is responsible to tidy up the area after use of the facility.
9. Once the event has completed the key must be returned to the CRYSA designate.

Procedure for Change Room

1. All bookings must be done through the CRYSA Administrator.
2. In keeping with the City's requirement of 7 days' notice for booking, all bookings must be submitted to the CRYSA Administrator 9 days prior to the date of use.
3. To book, the Administrator will need the following information:
 - a. Date of event
 - b. Duration of event
 - c. Reason for event



4. Change room bookings are limited to one date at a time.
5. Once the booking has been approved by the City, the Administrator will inform the group of their approval.
6. A copy of the approved booking should be on hand at the event.
7. Once approval has been confirmed a set of keys and entry instruction can be obtained from CRYSA's designate.
8. Each user group is responsible to tidy up the area after use of the facility.
9. Once the event has completed the key must be returned to the CRYSA designate.

Procedure for CRYSA Office

1. The CRYSA Office is primarily for use by the Administrator.
2. All bookings must be done through the CRYSA Administrator.
3. Once approval has been confirmed a set of keys and entry instruction can be obtained from CRYSA's designate.
4. Each user group is responsible to tidy up the area after use of the facility.
5. Once the event has completed the key must be returned to the CRYSA designate.

Procedure for Gear Storage

1. The Gear Storage area is primarily for use by the Rep program, Academy programs, and House teams that utilize the Cermaq Turf field.
2. Storage cages are assigned by the CRYSA Designate.
3. The CRYSA Designate will provide locks and keys for the cages, and keys and instructions relating to accessing the gear storage room.
4. The access door is not to be propped open and left unattended at any time.
5. To maintain control over access, keys are NOT to be copied or loaned out to other groups.
6. Gear provided in the "Communal" areas are to be taken out for use at the start of a session and returned to the gear storage at the conclusion of the session.
7. The door handle lock engages when the door closes, but the deadbolt lock must be manually locked at all times.
8. Each user group is responsible to tidy up the area after use.