

ATHABASCA MULTIPLEX POLICY INDEX for binders

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Policies and Procedures Manual

Policy Number: 100-000

Policy Title: Terms of Reference

Adopted: April 1st, 2016

Last Reviewed: May 25th, 2021

Amended:

Statement of ownership:

The physical buildings that are managed by the Athabasca Regional Multiplex Society are owned by Athabasca County and Town of Athabasca are:

**Athabasca Regional Multiplex
Athabasca Aquatic Center
Athabasca Performing Arts Centre**

Terms:

The following definitions will be used in all policies of the Athabasca Regional Multiplex Society.

Society— Corporation known as Athabasca Regional Multiplex Society (ARMS).

Board— Governing body of the Athabasca Regional Multiplex Society.

Directors— The appointed individuals from the membership.

Multiplex— The physical building that is known as the Athabasca Regional Multiplex.

Aquatic Center- The physical building that is known as the Athabasca Aquatic Center.

APAC— The physical building that is known as Athabasca Performance Arts Centre.

Staff— All persons that are employed with the Athabasca Regional Multiplex Society.

Members— Athabasca County Council and Town of Athabasca Council.

Council— Athabasca County Council and Town of Athabasca Council.

Sports Fields— The Soccer Pitches and Ball Diamonds managed by the Society.

GM— Refers to the General Manager of the Athabasca Regional Multiplex Society.

Polices are divided into three sections:

100's are policies that govern general rules and regulations.

200's are policies that govern Human Resources (Personnel).

500's are policies that govern user groups, individuals and recreation facilities.



Policies and Procedures Manual

Policy Number: 100-001

Policy Title: General Rules & Regulations

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS ensures that all Society operated facilities continue to be well maintained and efficiently operated.

Guidelines and Procedures:

1. ARMS will develop facility user Rules and Regulations for each facility.
2. GM recommended Rules and Regulations will be provided to the Board for approval.
3. Copies of all Rules and Regulations for all Society operated facilities are made available at the Multiplex Administration Offices or on the Society's webpage.
4. Rules and Regulations are posted in all Society Operated Facilities.



Policies and Procedures Manual

Policy Number: 100-002

**Policy Title: General Regulations
Governing Staff**

Adopted: May 16th, 1995

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has established guidelines governing staff employment.

Guidelines and Procedures:

Staffing:

1. ARMS shall employ adequate staff, both as to number and quality, to provide efficient service dependent upon the Society's financial capability to do so.
2. Except in emergency situations, all permanent Employees shall be hired dependent on qualifications after the position has been publicly advertised for a period no less than two (2) weeks.
3. All employee and contract positions shall have a signed employment letter that outlines expectations of his/her job duties, and rate or pay before he/she starts at work on behalf of ARMS.
4. All staff and contractors will undergo ARMS Health and Safety orientation before they start on work on behalf of ARMS.

Courtesy:

All ARMS Employees shall be courteous to and willing to help any citizen with reference to ARMS affairs and in any event, shall render aid to all, should it be feasible to do so, however under normal circumstances all requests and complaints shall be directed to the GM for action.

Good Housekeeping:

1. All ARMS facilities shall be kept neat and as well organized as possible at all times.
2. No Employee of the Multiplex shall smoke in any area designated as a "No Smoking" area.
3. Employees shall be neatly and comfortably dressed for public service and as required for Occupational Health and Safety Act.
4. Personal issues that require individuals to use e-mail or telephone can arise during working hours. These situations must be the exception. Personal phone calls or -emails made during working hours shall be limited in number and duration and shall be undertaken at breaks unless reacting to an emergency.
5. Personal use of computer will be allowed at the discretion of Supervisors but limited to only 10 minutes at a time.



Policies and Procedures Manual

Policy Number: 100-002

**Policy Title: General Regulations
Governing Staff**

Adopted: May 16th, 1995

Last Reviewed: May 25th, 2021

Amended:

Guidelines and Procedures:

Personal and Individual Responsibility:

1. If illness or a family emergency makes it impossible for an Employee to report to work, the supervisor must be notified as far in advance as possible, (and in any event, not later than two (2) hours after they are scheduled to report to work).
2. Absence in excess of three (3) consecutive working days without prior notice satisfactory to the GM is deemed to be voluntary resignation.

Medical Examinations:

The ARMS has the right to require an Employee to take a medical examination by the Employer's medical doctor when it considers such examinations necessary in order to perform required work or to meet WCB requirements.

Confidentiality:

All Employees will refrain from discussion at large from any information deemed private or privileged information.

Driver's Licenses:

1. Employees of ARMS who are required to have a valid Alberta Driver's License for the purpose of their work understand that, as a condition of employment, such Driver's Licenses will be maintained at the license class designated by the Employer.
2. Employees in the above category who lose their Driver's License for any reason, or those who are unable to maintain the class of license required, shall be suspended from their present position without pay or benefits, or terminated.
3. In the event of a loss of license or class designation, the GM, may offer an Employee suspended, temporary work in another classification. Such as temporary work will not exceed six (6) months.
4. In the event the suspension or loss of class designation exceeds six (6) calendar months, the Employee shall be considered terminated from the employment of ARMS.

Criminal Records Check:

All Employees will be required to obtain a criminal records check.



Policies and Procedures Manual

Policy Number: 100-002

**Policy Title: General Regulations
Governing Staff**

Adopted: May 16th, 1995

Last Reviewed: May 25th, 2021

Amended:

Guidelines and Procedures:

Probationary Period:

Any Employee appointed to a regular full-time position shall be required to serve a six (6) month probationary period with the possibility of an additional three (3) month probationary term. Should the Employer determine that the additional three (3) months probationary term is necessary, such extension shall be communicated to the Employee in writing with sufficient reason for the action. In the case of probation, the Employee has the ability to go back to the previous position up to the end of the probation period.

Annual Review:

1. The pay structure of all ARMS Employees shall be reviewed by the Board by December 31st for the following year.
2. Employee performance evaluations shall be prepared by the Employee's immediate supervisor at the following times:
 - A) at the completion of his/her probationary period.
 - B) each year on his/her anniversary date.
 - C) whenever a major change is noted in the Employee's performance of duties.

Termination of Employment:

1. By Employee— all Employees shall be required to give written notice at least two (2) weeks prior to termination. The GM, and Facility Manager shall be required to give thirty (30) day's notice or as per contract.
2. By Employer— The Employer shall give written notice of termination of employment to the Employee, as per labor standards legislation unless specified by contract. All Employees being discharged will be provided with a written statement of reasons.

Payroll Administration:

1. According to wage scale approved annually by the Board, each Employee shall be paid every second Friday throughout the year.
2. Other than the pay dates established, no advances on wages are to be given to any Employee.
3. In the case where Employees are traveling or attending courses, advance on expenses may be made to a normally anticipated amount.



Policies and Procedures Manual

Policy Number: 100-003

Policy Title: Board Terms

Adopted: December 17th, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to Length of Term for appointment onto the Athabasca Regional Multiplex Society Board.

Guidelines and Procedures:

1. The Terms set forth shall adhere to the Alberta Societies Act Certificate of Incorporation Governing Bylaws for the Athabasca Regional Multiplex Society registered on November 30th, 2007 and amended on January 7th, 2009.
2. The Multiplex Board appointments shall be made annually at each Council's reorganizational meeting.
3. The term shall be a period of 1 year.
4. To help ensure continuity of the Board each respective Council will try to retain one (1) member of the three (3) appointed who has served the previous year or has served on the Board in the past.
5. A new Chairperson and Vice Chairperson shall be elected at the first scheduled Board meeting following each Council's reorganizational meeting.



Policies and Procedures Manual

Policy Number: 100-004

Policy Title: Letter of Support

Adopted: April 21st, 2021

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to handling of requests for letters of support from community groups/ associations.

Guidelines and Procedures:

1. All requests for letters of support shall be brought forward by administration for Board approval.
2. There shall be no exceptions.
3. When requests are made with a deadline prior to the next Board meeting Administration shall seek consensus via email with all Board Directors.



Policies and Procedures Manual

Policy Number: 100-005

Policy Title: Ownership of Property

Adopted: February 17th, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has a policy that clarifies the ownership of property given to the ARMS.

Guidelines and Procedures:

1. User groups, individuals, or businesses donating property to ARMS will be required to forward a written description of property being donated.
2. Property accepted by the ARMS will become an asset of one of its member's property and be managed by the Society.
3. Property will, where appropriate, be made available for use by all facility users and subject to rules, regulations, and charges as determined by the Board.
4. Property will not be accepted in exchange of goods or services offered by the ARMS, unless recommended by the Board.
5. Acceptance of property as a donation will be verified in writing by both parties.
6. Property left temporarily or permanently at Society managed facilities will not be listed with the County insurance carrier and, as such, ARMS will not accept the responsibility for property damage or theft until ownership is turned over to one of its members.



Policies and Procedures Manual

Policy Number: 100-006

Policy Title: Release of Board Decisions

Adopted: May 2nd, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to how and when decisions of the Board of Directors are released to the general public and individuals/ groups are affected by those decisions.

Guidelines and Procedures:

1. ARMS members shall receive Board approved minutes in a timely fashion.
2. Decisions considered time sensitive or controversial shall be reported to the membership via the appointed directors as soon as possible.
3. Individual groups or the public may contact the GM for Board decisions; during business hours, the day following the meeting.



Policies and Procedures Manual

Policy Number: 200-001 to 200-026

Policy Title: Board Terms

Adopted: April 1st, 2021

Last Reviewed: May 25th, 2021

Amended:

All personnel policies are in the Employee Handbook

Guidelines and Procedures:

Refer to the Employee Handbook.



Policies and Procedures Manual

Policy Number: 500-001

**Policy Title: Parks/Cultures/Recreation
Facility User Policy**

Adopted: September 1st, 1994

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy to ensure that the Recreation Facilities continue to be well maintained and efficiently operated.

Guidelines and Procedures:

1. ARMS will develop facility user rules and regulations for each facility.
2. Multiplex recommended Rules and Regulations will be provided to the Board for approval.
3. Rules and Regulations for the Multiplex and all associated facilities are to be made available to the Multiplex and facility Users and the Public and copies are to be kept at the Multiplex Office.



Policies and Procedures Manual

Policy Number: 500-002

Policy Title: Bridge Financing

Adopted: December 17th, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish policies and procedures in the granting of bridge financing for User group and Service group commitments for capital projects.

Guidelines and Procedures:

1. The commitment of bridge financing is an agreement in principle that outlines the relationship and partnership for User groups, Service groups and the Athabasca Regional Multiplex. Upon approval, by the partnering municipalities, this will be written into a legal document and incorporated as defined in the relationship.
2. The GM shall bring forward all Service Group and User Group bridge financing requests for consideration in writing to the Multiplex Board.
3. The Town of Athabasca and Athabasca County will determine on a project basis as to which Municipality will carry the bridge financing for each project.
4. The Multiplex Board shall have final say on acceptance and approval of all bridge financing opportunities for all ARMS capital and enhancement projects.
5. All User and Service group commitments that require Bridge financing are not to be included as extensions or additions of the Project Scope unless agreed upon by the Board.
6. All commitments paid up front that are received prior to the start of a project may be used to further enhance the "Project" beyond the committed Project budgeted amount as determined by the Athabasca Regional Multiplex Society.

OR

1. All User and Service group capital project commitments must be paid up front prior to the start of the capital projects commencing.
2. ARMS will only accept User group & Service group commitments for facility enhancement projects. The commitment for the project must be received in full within the calendar year of the project or if the project is extended into two (2) calendar years then at the project's completion.
3. That cash donations "only" are accepted, and that bridge financing is no longer consideration for capital projects.



Policies and Procedures Manual

Policy Number: 500-003

Policy Title: Conduct of Patrons

Adopted: September 1st, 1994

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to govern the conduct of patrons using Society facilities.

Guidelines and Procedures:

1. The rules and regulations governing the conduct of patrons using the facilities are to be displayed within each facility.
2. Multiplex Staff have the authority to evict an individual or group from any Athabasca Multiplex Society facility for inappropriate conduct. The Staff have the authority to evict facility users/ groups up to 24 hours. Any eviction in excess of 24 hours must have prior approval of the GM and is to be reported at the next Athabasca Regional Multiplex Society Board meeting.
3. This policy is to be read in conjunction with Element 6: Emergency Procedure for Violence, of the Athabasca Regional Multiplex Health and Safety Manual.



Policies and Procedures Manual

Policy Number: 500-004

Policy Title: Supervision of Youth

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:




ARMS has established a policy with regard to supervision of youth activities in its operated facilities. Refer to Age Access Guide Appendix A.



Guidelines and Procedures:



1. Adequate adult supervision, as determined by the GM, must remain in the building at all times for any youth activity taking place in the Society operated facilities. This includes all minor sport bookings as well as drop-in use.
2. Users failing to provide appropriate adult supervision during youth activities will be denied access to the facility.
3. Being denied access to the facility does not absolve the user from the responsibility to pay for the time booked.
4. The adult supervisor (s) will be held accountable for the conduct of the youth participants.
5. Refer to attached Age Access Guide for supervision requirements.

AGE ACCESS GUIDE APPENDIX A

Drop-In Age Access Guide	0-5 Years of Age	6-8 Years of Age	9-11 Years of Age	12-14 Years of Age	15+ Years of Age
Swimming Pool					
Fitness Centre					
Fieldhouse					
Arena (PublicSkate/Shinny)					
Buy Low Lounge					
Curling Rink					

-  Full Access
-  No Access
-  IN ARMS REACH of a reasonable person 18 years of age or older

-  Must be ACTIVELY SUPERVISED by a reasonable person 13 years of age or older
-  Must be VISUALLY SUPERVISED by a reasonable person 13 years of age or older WITHIN THE Multiplex

-  Must be DIRECTLY SUPERVISED by a reasonable person 16 years of age or older
-  Must be DIRECTLY SUPERVISED by a reasonable person 18 years of age or older



Policies and Procedures Manual

Policy Number: 500-005

Policy Title: Use of Alcohol

Adopted: September 1st, 2007

Last Reviewed: May 25, 2021

Amended:

Policy Statement:

ARMS has policies and procedures to regulate the use of alcohol in or at all Society operated facilities.

Guidelines and Procedures:

1. A group renting a Society operated facility and intending to serve alcohol must present the required liquor permit and Public Alcohol Liability Insurance of \$5,000,000 prior to the event.
2. Alcohol may only be served and consumed in the portion of the facility that is indicated on the liquor permit. The group is responsible for ensuring that no alcohol is consumed outside of this area.
3. The group is responsible for controlling the conduct of its guests.
4. Serving alcohol must be supervised by person(s) holding a valid Pro-Serve Ticket from Alberta Gaming, Liquor and Cannabis Commission. Individuals are required to present their valid Pro-Serve Ticket when asked by the GM.
5. Must follow all current municipal, health, fire and Alberta Gaming, Liquor & Cannabis Commission policies and legislation.



Policies and Procedures Manual

Policy Number: 500-006

Policy Title: Rental Rates

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS establishes rental rates for all Society operated facilities.

Guidelines and Procedures:

1. The rental fees are to be reviewed annually and any changes are to be reported to the Board.
2. Facilities to which rental fees are charged may include:
 - i) Arena
 - ii) Field house
 - iii) Curling Rink
 - iv) Lounge
 - v) Meeting Rooms
 - vi) Fitness Centre
 - vii) Aquatic Center
 - viii) Nancy Appleby Theatre
 - ix) Outdoor Sports Fields
 - x) Others
3. All facilities fees are attached as Appendix "A".

2021 FACILITY RATES

Plus GST

<u>Facility</u>	<u>Level of Rate</u>	<u>Rental Rate</u>
Arena 600 people w/ice 1200 people w/out ice	Youth (Ice rental)	\$100.00/hour
	Block Rate (Ice Rental)	\$90.00/hour
	Adult (Ice Rental)	\$150.00/hour
	Dry Floor	\$60.00/hour
	Dry Floor Day Rental	\$500.00/day

Fitness & Aquatic Centre	Alta Gas Pool Side Lounge	\$65/hour
	Aces Multi Fitness Room	\$40/hour

Field House (Sports/recreation) 1500 people	Youth	Full	\$69.00/hour
	Youth	2/3	\$48.00/hour
	Youth	1/3	\$27.00/hour
	Adult	Full	\$83.00/hour
	Adult	2/3	\$66.00/hour
	Adult	1/3	\$40.00/hour

Field House 1500 people	Field house Full Day	\$550.00
	Movie Night \$225+ GST	Weekend Rate Includes 9:00am to 10:00 (Friday) 7:00am to 3:00am (Saturday) 7:00am to 12:00pm (Sunday)
	Extra Hours (Outside of regular hours)	\$54.00
	Corporate Profit Event with Field House	\$1,315.00/day

Full Facility Rate Kitchen/Aquatic & Fitness Centre not included **\$2,000.00/day**

Memorial rate (arena/field house/curling rink) \$1,010.00/day
Includes multiplex set up fee; does not include kitchen- must talk with Derko's Catering

Use of Commercial Kitchen - The Multiplex has an Exclusive Caterer; Please contact **Derko's Catering 780-213-2377** for any questions.

C.N.R.L Curling Rink 300 people	League Curling	\$132.00/hour
	Youth Curling	\$40.00/hour
	Senior Curling	\$96.00/hour
	Non-Prime Time Curling	\$33.00/per sheet/hour
	Bonspiel	\$1,010.00/event

Dry-Floor (April 1 to September 30) **No Air Conditioning**

Day Rental 7:00am to 3:00am	\$510.00/day
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Full Weekend Rate Includes 9:00am to 10:00pm (Friday) 7:00am to 3:00am (Saturday) 7:00am to 12:00pm (Sunday)	\$1,257.00
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Dry Floor	
Youth	\$27.00/hr max 6hrs
Adult	\$66.00/hr max 6hrs

Buy-Low Lounge

200 people 38 4ft tables 150 lounge chairs	Meeting Rate Hourly	\$45.00/hour
	Meeting Rate Full day	\$306.00/flat
	Outside Hours	\$54.00/hour

Meeting Room

35 people per room 70 max combined room	Profit (full day)	\$204.00
Teleconference available	Profit (1/2 day) 4hrs	\$108.00
	Profit (hourly)	\$30.00/hour
	Non-Profit (full day)	\$136.00
	Non-Profit (1/2 day) 4hrs	\$72.00
	Non-Profit (hourly)	\$20.00/hour

Ball Diamonds

Full Day	\$85.00
3hrs	\$27.00

Nancy Appleby Theatre

280 people(max)
 Screen 10" (h) X 25" (w)

School/ Block Rate	\$70.00/event
Rehearsal	\$120.00/event
Performance Admission	\$350.00/event
Theatre Block Out Rate	\$70.00/day
Commercial Rate	\$525.00/event

Extras

Event Alcohol Price

T.B.A

Staff Set-up for function	\$46.00/hr/staff
Staff Extra Cleaning	\$50.00/hr/staff
Dance Floor (30 x 30)	\$750.00/event
(self-setup & take down)	\$300.00
Multiplex Security	\$22.00/hr/staff
Stage (8ft x 4ft, 31 pieces) *	\$20.00/section
Stage (4ft X 4ft, 5 pieces) *	\$20.00/section
***The stage can be anywhere from 5 to 32 inches high.	
Chair Repairs (APAC)	\$40.00/chair
Damage to Wall	\$200.00
Missing Items	Cost of replacement
Black Curtains (8ft x 8ft, 10 sections)	No Charge
Portable bar	\$25.00
Podium	No Charge
P.A System	\$50.00
Tables and Chairs	No Charge
Portable P.A System	\$50.00
Dressing Rooms	No Charge
Diamond rentals	\$75.00/diamond

Programs Equipment

Inflatable Obstacle course	\$110.00
Staff put away inflatable(s)	\$65.00
Bubble Soccer	\$80.00
Laser Tag	\$160.00
Archery Tag	\$160.00
Archery Booth	\$55.00
Soccer Darts	\$80.00
Ping Pong Tables	\$15.00
Off Site Fee (Laser/Archery Tag)	\$60.00

Inventory

Lounge Chairs	150
Lounge Tables	35
Black Chairs	132
Grey Chairs	495
Round Tables (6 feet diameter)	55
8ft Tables (8'ft x 30")	51
6ft Tables (6'ft x 30")	40
Dividers	4 small, one large
Projector Screen	2.5
Projector (NECM311W)	2

External Rentals

Chairs	\$5.00/chair
Tables	\$12.00/table

* We do not rent out round tables, the stage or black folding chairs*

Athabasca Regional Multiplex

#2 University Drive,
Athabasca, AB, T9S 0A3

Visit us at:
<http://www.athabascamultiplex.ca/>

2021 Drop-in & Membership Rates

All Prices Include GST	Tots Under 3 years	Child 3 to 12	Student 13+ Enrolled in school	Adult 18+	Senior 65+	Family ***
Drop in Use	Free	\$4.50	\$6.50	\$8.50	\$6.50	\$20.00
Monthly Membership	Free	\$27.00	\$44.00	\$58.00	\$44.00	\$125.00
3 Month Membership	Free	\$77.00	\$126.00	\$166.00	\$126.00	\$357.00
6 Month Membership	Free	\$146.00	\$238.00	\$314.00	\$238.00	\$600.00
Yearly Membership	Free	\$243.00	\$396.00	\$522.00	\$396.00	\$900.00
Punch Pass Buy 10 Get 1 Free	Free	\$45.00	\$65.00	\$85.00	\$65.00	\$200.00
Walking Punch Pass Buy 10 Get 1 Free	Free	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00

*** A family will consist of a two adults (married/ common law relationship/ legal guardians), their children & students (max 2 adult students per membership) residing at the SAME address.

Changes updated as of January 1st/2021



Policies and Procedures Manual

Policy Number: 500-007

Policy Title: Facility Cancellations

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS is responsible for the maintenance and upkeep of the Society managed facilities and, as such, shall grant authority to its personnel to cancel usage of Society managed facilities to ensure that the facilities are satisfactorily protected.

Guidelines and Procedures:

1. The Facility Manager employed by the ARMS and under the supervision of the GM is responsible for satisfactorily maintaining and preparing the facilities. The Facility Manager and the GM are authorized to cancel any game, practice, tournament, or booking should there be potential for excessive damage to the facility or risk to the participants. Cancellations due to Provincially mandated directives may be initiated at anytime.
2. Should a cancellation be authorized, the user group will be reimbursed for any incomplete use on a pro-rated basis. Any request for full reimbursement of a fee shall be directed in writing to the Board.



Policies and Procedures Manual

Policy Number: 500-008

Policy Title: Society Donations

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has established policies and procedures in the granting of donations and requests for facility fee reductions or waivers.

Guidelines and Procedures:

1. The GM may make donations of daily passes (free admission) or memberships. All donations shall be tracked and reported to the Board monthly.
2. Requests to reduce or waive facility rental fees for all Society managed facilities will be directed to the Athabasca County Council and the Town of Athabasca Council. No exceptions will be made.



Policies and Procedures Manual

Policy Number: 500-009

Policy Title: Public Skating

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has established a policy with regards to minimum time slots, and rules governing public skating.

Guidelines and Procedures:

1. The Board will allocate a minimum of three (3) Public Skating Slots per week of which 1 slot is during prime-time hours Monday-Friday between 4:00 p.m. and 9:00 p.m and 1 slot on weekends between 12:00 p.m. and 8:00 p.m.
2. Public skating may be rescheduled for tournaments or other events at the discretion of the GM, who will ensure that the public is given adequate notice of change.

Rules

1. It is required that skaters 12 years of age and under wear CSA approved helmets while on the ice. It is recommended that all other participants wear helmets as well.
2. Only participants wearing skates can go out onto the ice surface. NO boots or shoes.
3. No fooling around, wrestling or rough play on the ice, as it could result in serious injury.
4. To avoid collisions, skaters should travel in the same direction around the ice. Beginners and slower skaters should skate around the center of the ice; faster skaters should travel along the boards. Excessive speeding is not allowed. Please do not skate backwards.
5. No figure skating routines are permitted during public skate.
6. No foreign objects are allowed during public skate for safety reasons. ie: Sticks. Pucks, Balls etc.
7. Carrying a baby or child while skating is extremely dangerous and is not permitted.
8. Wheelchairs are allowed on the ice, so long as the user is capable of controlling the chair. Attendants may escort the wheelchair user if they are wearing ice cleats or if they are wearing skates.
9. All skating aids and any other objects carried onto the ice must be approved by a Multiplex staff member.
10. Multiplex staff members have the authority to remove, or have removed, anyone from the ice who is endangering the safety of other public skaters.



Policies and Procedures Manual

Policy Number: 500-010

Policy Title: Special Material for Events

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has established procedures for users that wish to bring in items that could cause an increase in janitorial hours.

Guidelines and Procedures:

1. Users requesting to bring items such as but not limited to soil, sand, straw, hay or glitter into any Society managed building will be required to meet with the Facility Manager and provide a plan that outlines how materials will be brought in and removed from the facility, along with a plan on how the building will be cleaned afterwards.
2. Failure to properly clean the facility will result in the user group being invoiced for the necessary clean up (supplies and labor).
3. Nothing is to be stapled or nailed to the walls, and puck boards. Groups wishing to hang items on the walls, puck boards, and glass must ensure no damage or residue is left after the removal of the item.



Policies and Procedures Manual

Policy Number: 500-011

Policy Title: Public Demonstrations

Adopted: June 27th, 2011

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has procedures regarding safety and conduct for Public Demonstrations.

Guidelines and Procedures:

1. All organized demonstrations must receive permission from the Society's GM prior to any gatherings.
2. The demonstrators will be provided a designated space outside of the facility. This designated space will be clearly defined with markers that uniformly define those designated boundaries.
3. ARMS Staff members have the authority to remove anyone from Society managed facilities who are endangering their own safety or that of the public or ARMS staff.
4. The RCMP and/or municipal peace officer will be notified and requested to respond if the demonstrators do not comply.



Policies and Procedures Manual

Policy Number: 500-012

Policy Title: Request for Facility Repairs/Improvements

Adopted: September 1st, 2007

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has procedures to complete repairs and improvements to Society operated facilities that are requested from community organizations or individuals.

Guidelines and Procedures:

1. Requests for repairs and/or improvements to Society operated facilities using Society funds will be submitted to the GM. Requests will be based on their importance relative to the operation of the facility.
 - A) Minor repairs (under \$5,000 as per policy 500-019 Tendering) that can be completed within the current year's budget without adverse effects on the completion of other projects will be dealt with in a timely manner.
 - B) Major repairs (over \$5,000 as per policy 500-019 Tendering), or unbudgeted with adverse effects on the budget) will be reviewed by the GM, who shall present it to the Board with a recommendation to either: proceed immediately, to proceed later, seek funding before proceeding, or not to complete the work requested. The person(s) or User Group(s) requesting the improvements and/or repairs shall be offered a delegation invitation to speak to the Board at the Board's General meeting.
2. Community organizations or individuals wishing to undertake improvements and/or repairs on their own initiative (i.e no use of Society funds) to any Society operated facility that have:
 - A) Improvements and/or repairs under \$5,000 with no effect to the facility's aesthetics must receive prior approval from the GM.
 - B) Improvements and/or repairs over \$5,000 or causing adverse effects on the facility's aesthetics must receive prior approval from the Board. Organizations or individuals shall be offered a delegation invitation to speak to the Board at the Board's General meeting of their request being brought forward.
3. Approval is not required for necessary maintenance on items or equipment that is exclusive property of the user groups, provided that the work does not affect the structure or the normal operations of the facility.
4. Community organizations or individuals are not allowed to pledge the credit of the ARMS or the Board.



Policies and Procedures Manual

Policy Number: 500-013

**Policy Title: Recreation Facility
Discipline Policy**

Adopted: September 1st, 1994

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to govern the conduct of patrons using Society facilities.

Guidelines and Procedures:

1. The rules and regulations governing the conduct of patrons using the facilities are to be displayed within each facility.
2. Multiplex Staff have the authority to evict an individual or group from any ARMS facility for inappropriate conduct. The Staff have the authority to evict facility users/ groups up to 24 hours. Any eviction in excess of 24 hours must have prior approval of the Manager and is to be reported at the next Athabasca Regional Multiplex Society Board meeting.
3. This policy is to be read in conjunction with Element 8: Emergency Procedure for Violence, of the Athabasca Regional Multiplex Health and Safety Manual.



Policies and Procedures Manual

Policy Number: 500-014

Policy Title: Insurance

Adopted: December 15th, 2008

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has recognized that certain activities within the Society managed facilities need guidelines to mitigate the Society's liability.

Guidelines and Procedures:

1. Proof of insurance from \$2,000,000.00 up to \$5,000,000.00 is required for the following activities:
 - A) Any events, meetings, gatherings, weddings, or activities that use alcohol \$5,000,000.00.
 - B) Festivals and other large public gatherings held on or in Society managed facilities \$5,000,000.00.
 - C) Other activities to be determined and will be advised by senior multiplex staff upon rental request.
2. Activities that do not carry inherent risk deemed by senior multiplex staff do not need to purchase extra insurance or provide signed waivers. These include, but are not limited to, meetings, recitals, readings, ceramics, birthday parties or painting.
3. Organized groups without insurance must have all participants sign a waiver to mitigate the Society's liability.

Person or persons listed on the Society's Rental Agreement will be held personally responsible to ensure that everyone participating at their event has a signed waiver. Waivers are to be submitted to the ARMS administration team for filing. Failure to comply will result in future bookings being cancelled.
4. To mitigate the Society's General Liability insurance from unorganized drop-in activities at the Multiplex.
 - A) Children 8 years old and younger must be directly supervised by a reasonable person of 13 or older while in the Athabasca Regional Multiplex.
 - B) Persons of the age 9 to 11 must be visually supervised by a reasonable person of 13 or older while in the Athabasca Regional Multiplex.
 - C) Person under the age of 9 will not be permitted to participate with drop-in activity on the curling rink ice.
 - D) Persons between the ages of 9 to 14 years old participating on the Curling Rink Ice must be directly supervised by a reasonable person of 18 years or older.
 - E) Persons 11 or under are not permitted in the Fitness Centre.



Policies and Procedures Manual

Policy Number: 500-014

Policy Title: Insurance

Adopted: December 15th, 2008

Last Reviewed: May 25th, 2021

Amended:

Guidelines and Procedures:

F) Persons 12 to 14 are permitted in the Fitness Centre if actively supervised by a reasonable person of 18 or older.

G) Persons under the age of 13 are required to wear full hockey equipment while participating in a game of, "Shinny Hockey".

H) Persons 13 and over are required to wear a minimum of hockey gloves, skates, and a CSA approved helmet to participate in the activity, "Shinny Hockey".

I) It is recommended that all users wear a CSA approved helmet, while participating in any activity on the arena ice.

J) Persons under the age of 13 are required to wear a CSA approved helmet, while participating in any activity on the arena ice.



Policies and Procedures Manual

Policy Number: 500-016

Policy Title: Tobacco Products

Adopted: November 30th, 2016

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has a policy that helps ensure that all Society facilities are a healthy and safe place for all users.

Guidelines and Procedures:

1. Smoking and vaping will only be permitted in the designated smoking areas outside of any facility. All patrons will be fined according to the Town of Athabasca's Smoking By-law.
2. Chewing tobacco is strictly prohibited from any facility managed by the Society.



Policies and Procedures Manual

Policy Number: 500-017

**Policy Title: Recreation Facility
Scheduling, Booking
& Bumping**

Adopted: March 15th, 2008

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a procedure for bumping regular users for the Multiplex Facilities.

Guidelines and Procedures:

1. The Athabasca Regional Multiplex GM will recommend to the Athabasca Regional Multiplex Society any Regular User Group Bumping Policy revisions as required.
2. Facilities to which schedule bumping procedures will be provided include:
 - i) Athabasca Regional Multiplex
 - ii) Multiplex Soccer Fields
 - iii) Multiplex Baseball Diamonds
 - iv) Athabasca Aquatic Center
 - v) The Nancy Appleby Theatre
3. Whenever possible, the regular group renting the facility shall not be bumped from their regular time slot more than 3 times in a calendar year without permission.
4. All groups that are re-scheduled shall be given at least 2 weeks notice.
5. In case of emergency usage (such as funerals, evacuations) as much notice as possible will be given.
6. If in the event, a regular user group has been bumped on four occasions, the fourth (and consecutive bumping's) will result in a 50% price reduction on their following booking.



Policies and Procedures Manual

Policy Number: 500-018

Policy Title: Arena Summer Use

Adopted: July 1st, 1995

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish policies for users of the Arena during the summer season.

Guidelines and Procedures:

1. Concrete Pad
 - A) Users requesting to bring soil, sand, straw, or hay into the Arena will be required to meet with the Facilities Maintenance Coordinator and provide a plan that outlines the materials to be brought in, how they are to be brought in and removed, along with a plan of how the building will be cleaned afterward.
 - B) Failure to properly clean the ice pad will result in the user group being invoiced for the necessary clean up (supplies and labor).
2. Nothing is to be stapled or nailed to the puckboards.
3. Users are responsible for investigation of all Safety and Fire Regulations and must comply with the same.
4. Any vehicle whose load exceeds its gross weight (GVW) is not allowed to enter the area.



Policies and Procedures Manual

Policy Number: 500-019

Policy Title: Tendering/Purchasing

Adopted: January 10th, 2011

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to support local business. Purchasing will be conducted in a manner that local suppliers are given the opportunity to participate.

Guidelines and Procedures:

Tenders shall be requested in a formal manner, and shall include the following:

1. The request for tenders shall be required when the General Manager deems it to be in the best interest of the Society or where the procurement of goods, services and construction fall under Internal Trade agreements, NWPTA and MASH Annex. 502.4)Goods and Services of \$75,000 or greater and Construction projects of \$200,000 or greater) Chapter 5 of the CFTA governs the purchase of goods and services exceeding \$100,000 and construction exceeding \$250,000, as adjusted for inflation in accordance with the CFTA.
2. All tenders will be awarded through resolution of the Board. The approval of the General Manager will be required for any purchase over \$5000 for items in the annual budget.
3. All specifications must be clearly outlined.
 - Factors which may be relevant in awarding tenders or quotations include the following:
 - A) Lowest Price
 - B) Quality of workmanship
 - C) Conditions of equipment
 - D) Starting and completion dates
 - E) Residual/salvage value of equipment if purchased
 - F) Warranty
 - G) Whether there are any unresolved issues between the bidder and the Multiplex Society regarding previous work carried out by the bidder.
4. The calling and closing date must be shown.
5. Where applicable, costs must be clearly identified with unit prices requested.
6. Commencement date and projected completion date shall be required.
7. All necessary documentation shall be requested to be in place, and confirmation of the Contractor's WCB coverage shall be supplied prior to the commencement of the work.
8. When purchasing rolling stock, the residual value and operational costs will be taken into consideration.



Policies and Procedures Manual

Policy Number: 500-020

Policy Title: Equipment & Facility Maintenance

Adopted: February 28th, 2011

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish policies for the maintenance and operation of all equipment and facilities.

Guidelines and Procedures:

Maintenance Records:

Maintenance and repair of equipment shall be recorded. Records will be reviewed on a regular basis.

Daily checks:

All equipment shall have fluid levels and oil levels checked daily, as well as any maintenance recommended by the manufacturer.

Maintenance:

Regular maintenance shall be carried out as per manufacturer's recommendations and/or Provincial Regulations.

Accidents:

Accidents or damage to any stationary equipment or facility must be reported to the Facility Manager immediately and a written report shall be submitted no later than the next working day to the Facility Manager after the accident or damage occurs.



Policies and Procedures Manual

Policy Number: 500-021

Policy Title: Full Time Bookings

Adopted: January 10th, 2011

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a booking procedure that accommodates full time user groups rental requests.

Guidelines and Procedures:

1. The GM or their designate will advertise for a minimum of two weeks that the Athabasca Regional Multiplex will be accepting rental requests for full time user groups for the upcoming fall and winter season. This will be done in the first week of April. User groups will also be asked to submit a projected start date for their group booking.
2. The GM or their designate will gather submitted requests and establish a fair and balanced draft schedule available for viewing until August 1st of the calendar year. User groups are able to submit requests for changes to the draft schedule. All requests must be received in writing and be received prior to August 1st of the calendar year. All requests will be taken into consideration, but cannot be guaranteed to be fulfilled. If no change requests are received by August 1st, then the draft schedule becomes the finalized fall/winter schedule.
3. The GM or their designate will then send out a final copy of the schedule no later than August 31st with a list of all known events that conflict with user group's bookings i.e: fall suppers, concerts, etc.
4. The GM or their designate will send out a request for any cancellations the user groups may have (these include but are not limited to Christmas vacation, civic/school holidays/ Spring Break). All cancellation requests must be made by October 1st of the calendar year in order to not incur any booking charges. Cancellations after October 1st of the calendar year will only be accepted if extenuating circumstances occur which are approved by the GM.



Policies and Procedures Manual

Policy Number: 500-022

Policy Title: User Cancellation

Adopted: February 28th, 2011

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a user/renter cancellation policy that communicates appropriate guidelines and penalties should an event booking need to be cancelled.

Guidelines and Procedures:

1. This cancellation policy will govern rentals for part-time or one time user group bookings.
2. Cancellations will incur all applicable booking charges if notice is not properly communicated to the terms below:
 - A) Meetings 48 hours notice
 - B) Birthday parties require minimum of one week notice for the Multiplex and three week's notice for the Athabasca Aquatic Center.
 - C) Weddings/ Large events involving kitchen require minimum 6 months notice
 - D) Private Rentals require minimum one month notice
 - E) Performances require minimum 6 months notice
 - F) Practices require minimum one month notice
 - G) Tournaments require minimum 6 months notice
3. Events where a deposit is required will be issued a refund for their deposit **ONLY** when proper notice of cancellation has been communicated:
 - A) Weddings/ Large Events require minimum 6 months notice
 - B) Performances require minimum 6 months notice
 - C) Tournaments require a minimum 6 months notice
4. Groups will receive a full refund, minus a 10% administration cost, if the Multiplex is able to rent out the facility the day of the cancellation.
5. The Multiplex recognizes that unforeseen circumstances do arise, and therefore cancellation charges may be reversed upon review by the GM and in consultation with the Board.



Policies and Procedures Manual

Policy Number: 500-023

Policy Title: Advertising Revenue

Adopted:

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish policies and procedures for advertising revenue within the Multiplex Facility.

Guidelines and Procedures:

1. The GM may allow multiplex user groups to retain advertising revenues attached to any non-fixed structure within the Multiplex Facilities.
2. The GM will not allow any multiplex user group to retain any advertising revenue from any fixed structure within the Multiplex Facilities.
3. The GM will determine what is considered a fixed or non-fixed structure.
4. The GM must approve all advertising within the Multiplex Facilities.



Policies and Procedures Manual

Policy Number: 500-024

Policy Title: Naming Rights

Adopted: May 2nd, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regard to naming rights and commitment to sponsorship for areas of interest throughout our facilities.

Guidelines and Procedures:

1. The commitment to Sponsorship is an agreement in principle that outlines the relationship and partnership for the sponsor and the Athabasca Regional Multiplex Society. Upon approval, this will be written into a legal document and incorporated as defined in the relationship.
2. Any requests for sponsorship throughout all facilities must be brought forward to the Board for approval.
3. Any requests to change the name of existing facilities must be brought forward to the Board for approval.
4. The Board shall have final say on approval of all sponsorship opportunities within all Athabasca Regional Multiplex Society Facilities.



Policies and Procedures Manual

Policy Number: 500-025

Policy Title: Noise Level

Adopted: December 17th, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to handling noise levels when multiplex user groups are occupying joint rental spaces.

Guidelines and Procedures:

1. User groups must keep noise levels from their activity to a level that does not interfere with the enjoyment of other rentals within the Multiplex Facility.
2. Permission to use the House PA system will only be granted if there is only one user group using joint rental space.
3. All user groups are required to provide their own stereo system when the use of the House PA system is not granted.
4. All user groups are encouraged to work together so that all activities can be enjoyed by all participants.



ATHABASCA
Regional Multiplex
Fitness & Aquatic Centre

Policies and Procedures Manual

Policy Number: 500-026

Policy Title: Lounge Rental Liquor Event

Adopted: June 24th, 2013

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy regarding rental use of the Multiplex lounge for events in which liquor is being served.

Guidelines and Procedures:

1. A group renting the lounge and intending to serve alcohol must present the required liquor permit and Public Liability Insurance of \$5,000,000.00 prior to the event.
2. All rental groups must strictly adhere to all A.G.L.C event licensing requirements.
3. Alcohol may only be served and consumed in the portion of the facility that is indicated on the liquor permit. The group is responsible for ensuring that no alcohol is consumed outside of this area.
4. The group is responsible for controlling the conduct of its guests.
5. Private business may not rent the lounge facility for the purpose of making profit off alcohol sales for an event. They are required to use multiplex staff and bar facilities to provide the serving of alcohol for such an event.
6. Multiplex Staff members have the authority to have anyone removed from the premises that is endangering the safety of other public users.
7. Discretion may be used by the manager to offer to negotiate an agreement that will enable the event to take place rather than being cancelled due to monetary reason for the private business.



Policies and Procedures Manual

Policy Number:500-027

Policy Title: Membership Reimbursement

Adopted: April 29th, 2019

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regard to membership reimbursement.

Guidelines and Procedures:

1. A membership may be reimbursed (calculated by pro-rating the balance of the months not to be used) for the following reasons:
 - A) Medical Reasons– a written statement/form from your physician is required
 - B) Moving cities– a forwarding address is required for a cheque to be sent outThere will be an Administration fee equally the balance of 1 pro-rated month.
2. A membership can be put on hold for a maximum of one month– a written statement/form from your physician is required.



Policies and Procedures Manual

Policy Number: 500-028

Policy Title: Field House Rules

Adopted:

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with rules and regulations for the Field House during programs and sporting events.

Guidelines and Procedures:

1. All individual users and user groups are encouraged to work together so that all activities can be enjoyed by all participants.
2. For the enjoyment and safety of all, the following rules have been applied to the walking track area:
 - A) Use of the walking track is at the users own risk.
 - B) During peak times running on the track is not permitted.
 - C) All spectators of programs must remain off the track at all times.
 - D) Games are not permitted to be played on the track
 - E) Parents must be responsible for spectator children at all times.
3. Wristbands must be worn by all drop-in users at all times.
4. Damage and abuse of Multiplex equipment will result in the user being responsible for the repair or replacement of any damaged equipment.



Policies and Procedures Manual

Policy Number: 500-029

Policy Title: Key Deposit

Adopted: June 18th, 2018

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish policies and procedures in signing out theatre keys to User Groups to gain access to the theatre during rehearsals.

Guidelines and Procedures:

1. There is a \$350.00 pre-authorized credit card payment on key deposits. Payment in the form of a cheque may be accepted instead at the discretion of the GM.
2. Theatre access will be limited to the hours stated in the signed customer contract.
3. Keys can be picked up 24 hours prior to the booking.
4. All keys must be returned within 24 hours after the booking date, unless the group has another booking within 7 consecutive days following.
5. Keys shall be returned to the Athabasca Multiplex.
6. Any keys not returned within the allotted time will be charged \$50.00 per/day.
7. Any keys lost, the group or individual will be charged \$350.00 in order to rekey the facility.



Policies and Procedures Manual

Policy Number: 500-030

Policy Title: Hall of Fame

Adopted: July 18th, 2018

Last Reviewed: May 25th, 2021

Amended:

1.0 Policy Intent:

The Athabasca Regional Multiplex wishes to recognize local amateur and professional athletes and individuals who have made significant, positive contributions to the Town of Athabasca and Athabasca County by inducting them into a Hall of Fame.

2.0 Purpose:

The purpose of the Hall of Fame Policy is to identify a transparent process of nominating and inducting deserving individuals and teams/organizations into the Athabasca Hall of Fame.

3.0 Policy Statement:

- 3.1 The Athabasca Regional Multiplex Hall of Fame shall be established to honour and preserve the accomplishments of Athabasca residents who have made outstanding contributions within the realm of sport, art, culture, and community to be recognized as an athlete, artist, builder, community leader, or team/organization.
- 3.2 The Athabasca Regional Multiplex Hall of Fame shall be operated by ARMS with support provided by each members councils and Multiplex Staff.

4.0 Managerial Guidelines:

Nominations:

- 4.1. Nominations may be made by any person or organization to the GM, with the exception that nominations may not be made by members of the Athabasca Regional Multiplex Staff or Society members.
- 4.2. Nominations shall be submitted by nomination form. Forms shall be available at the Athabasca Regional Multiplex reception desk.
- 4.3. The GM shall accept nominations for inductees up to May 1st of each calendar year for that year's awards. A Hall of Fame Policy nomination shall be valid for a period of three (3) years. After three years a new application must be submitted for the individual or team to be considered.

Categories for Nomination:

- 4.4. Inductees may be inducted into one of these categories:
 - 4.4.1. *Athlete* - Outstanding athletes who have represented the Athabasca region commendably by attaining exceptional results and whose example of exemplary sportsmanship have brought credit to the sport and high regard for the individual. Athletes must have participated as an amateur or professional athlete at a provincial, national, or international level and/or represented Athabasca region in athletic competition over a number of years.
 - 4.4.2. *Artist* - Outstanding artists who have brought credit and recognition to Athabasca through a substantial body of work in an artistic discipline such as visual or performing arts or in a multicultural sphere. Such extraordinary individuals would normally have developed a provincial, national or international reputation.



Policies and Procedures Manual

Policy Number: 500-030

Policy Title: Hall of Fame

Adopted: July 18th, 2018

Last Reviewed: May 25th, 2021

Amended:

4.4.3. *Community Leader* - Outstanding individuals who have demonstrated exemplary leadership or service to an organization(s) which has brought credit to Athabasca for activities recognized at a provincial, national or international level.

4.4.4. *Builder* - A noteworthy individual who has given prolonged and exceptional service over a period of at least 10 years to sport, artistic or multicultural activities in Athabasca. This category would include coaches, instructors, referees, administrators, volunteers, sponsors and others.

4.4.5. *Team/Organizations* - Teams, groups or organizations that have represented the Athabasca, the Province of Alberta, and/or Canada with exceptional results and whose example of good sportsmanship has brought credit to the sport and high regard for the team.

Selection of Inductees:

4.5. Nominees must meet all of the following qualifications:

4.5.1. Inductees must have either been a native of the Town of Athabasca or Athabasca County, have substantial connections to the area, or be a resident of the area during the period of which the achievement was made; or if nominated under the Team/Organization category, the team, group, or organization must have been, or be based out of Athabasca County.

4.5.2. Inductees must have a history of demonstrating strong character and integrity while acting as an ambassador for the Town of Athabasca and Athabasca County.

4.5.3. Inductees must have made substantial contributions to their respective area as an athlete/artist, community leader, builder, or as a team.

4.6. The GM shall consider the qualification criteria and provide a recommendation to ARMS prior to June 30th for selection of the inductee(s).

4.7. ARMS shall consider the recommendation and select the inductee no later than August 31st. A maximum of two (2) new members shall be inducted each year.

4.8. All inductees must be approved by the Town of Athabasca and Athabasca County Councils.

Recognition & Celebration of Inductees:

4.9. A Hall of Fame celebration may be held each year to honour the new inductees.

4.10. Inductees may be recognized with a bio displayed in a digital capacity in the Athabasca Regional Multiplex or one of its facilities or on the Athabasca Regional Multiplex website.



Policies and Procedures Manual

Policy Number: 500-031

Policy Title: Exclusive Caterer

Adopted: August 20th, 2018

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy pertaining to the on-site caterer.

Guidelines and Procedures:

1. ARMS has engaged the services of an Exclusive Caterer effective June 1st, 2018.
2. The Multiplex Exclusive Caterer will be the only caterer to the Multiplex facility and its events. Should a facility renter want to use a caterer other than the Multiplex Exclusive Caterer, or use the kitchen facility, the facility renter shall pay to the Multiplex Exclusive Caterer a rental fee of \$250 or \$2.50/plate, whichever is greater.
3. The Multiplex Exclusive Caterer will then pay half of their proceeds from the Outside Caterer to the Multiplex.



Policies and Procedures Manual

Policy Number: 500-032

Policy Title: Operational and Capital Budgets

Adopted: May 2nd, 2012

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to operational and capital budgets.

Guidelines and Procedures:

1. Each year the GM will submit for Society Board approval a draft budget for operational expenses and capital purchases on or before the third Monday of November.
2. The GM and the Society Board of Directors will ensure that all resources are exhausted in order to provide the lowest deficit possible.
3. The GM of the Society will produce an operational budget with a deficit of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.
4. The GM of the Society will produce a capital purchase budget of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.
5. Upon approval by the Society Board of Directors if either of the budgets requested amount exceeds the agreed membership policy the GM will seek approval from each member before official approval is given.
6. The Society will ask that each membership commit to half (50%) of the budgeted operating deficit.
7. The Society will ask that each Membership commit to a minimum \$50,000.00 capital budget on an annual basis.



ATHABASCA
Regional Multiplex
Fitness & Aquatic Centre

Policies and Procedures Manual

Policy Number: 500-035

Policy Title: Arena Temperature

Adopted: November 26th, 2018

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS recognizes the need to establish procedures to maintain the quality and integrity of the arena ice.

Guidelines and Procedures:

- 1 The arena heaters will NOT be turned on if the arena temperature is 9 degrees Celsius or above.
- 2 The heaters will only be turned on for games.



Policies and Procedures Manual

Policy Number: 500-036

Policy Title: Discount on memberships for Low-income patrons

Adopted: August 23rd, 2021

Last Reviewed: March 2nd, 2022

Amended: March 2nd, 2022

Policy Statement:

ARMS recognizes the need to establish a policy for low-income patrons to receive discounts on Multiplex Memberships.

Guidelines and Procedures:

- 1 All approved applicants will receive 50% off daily drop-in passes, punch passes, memberships (excluding yearly memberships) and 20% off programs if have filled out an application form and meet the following criteria:
 - Is a resident of the Town or County of Athabasca (summer Villages are not included)
 - Provides the Multiplex Manager under strict confidentiality one of the following income proofs, please use them to apply:
 - Assured Income for Severely Handicapped benefits (AISH)
 - Alberta Works – Income Support
 - Alberta Works – Learners
 - Alberta Works – Alberta Health Benefit
 - Resettlement Assistance Program form
 - Letter for Independent Youth
 - If you do not have any of the above listed income proofs, please use one of the following to apply:
 - Notice of Assessment from CRA
 - Letter from a Registered Social Worker verifying the need
 - All participants under the age of 18 must first apply to Canadian Tire Jump Start program.
- 2 All approved applicants must re-submit every 6 months.