

**FACILITY ALLOCATION**

**PROCEDURE No. H.22.1.ALL**

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Council Approval Date:  
Initiation Date: October 31, 2023

**PURPOSE**

To establish clear guidelines for staff and facility users to make fair, equitable, transparent and consistent facility allocation decisions.

The City of Delta will accommodate the requested use of facilities (indoor and outdoor) by non-Delta residents after all Delta resident requests have been satisfied.

**GUIDING PRINCIPLES**

The City of Delta is responsible for leisure services and their delivery, either directly or through the allocation of facility and amenity spaces. The allocation of facilities will consider competing demands for facility space, the recreational needs and wants of the community, and a balanced delivery of services within the municipal budgetary framework.

The guiding principles are to be considered collectively in their application, with no principle standing alone. Due to the diverse nature of facility spaces, specific sub-policies for different types of uses may be created where there is competing demand for the facility allocation.

1. **Age** – Facilities and programs are to provide a wide array of programs for people of all ages. In multiple use facilities, a provision of services for all age groups is to be integrated into the allocation.
2. **Residency** – Delta residents will be given every opportunity to participate in activities on City owned lands. Non-Delta residents will be considered when there is a benefit to Delta residents or after all Delta resident requests have been satisfied. Rental groups will generally be required to have a membership of 80% Delta residents or more to be considered a Delta group.
3. **Inclusive/Equity** – Allocation of facilities will consider the equitable access for all Delta residents. Equitable access is to include gender equity, inclusivity, accessibility, and emerging sports.
4. **Public Good** – Groups allocated recreation facilities must provide programs that will enhance the social, educational, athletic, arts and culture activities for the community. These programs must be financially accessible to the public.



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5. **Program Development and Facility Tenure** – Program development requires consistency in facility allocation, especially for programs that have multiple age divisions. The consistency of the allocation must be considered, while balancing access to the facility and the competing interests of the public for facility time.
6. **Efficiency of Use** – The Parks, Recreation & Culture Department is responsible for the effective and efficient use of buildings, parks and fields, and this principle must be one of the primary considerations in scheduling groups and direct delivery programs. Effective use includes maximizing the number and variety of programs. Efficiency includes cost effective scheduling, and maximizing use of all facilities.
7. **Season of Use** – The season of use is determined by the group rental demand and availability of the facility. This is different from facility to facility, and will be addressed more specifically in the sub-policies. Generally, in sport, the season ends with the championship game, and in some activities, the year-end celebration.
8. **Program Demand and Service** – The number of members and programs will be considered in facility allocation, generally with the greater number of people served resulting in the greater number of hours allocated.
9. **Exclusive Use** – A licence of occupation may be created for groups that deliver specialty programs and require control of specialized spaces, provided the programs deliver a balance to the recreation services. Specialty spaces are ones where fixed equipment prevents the multiple use of a space.
10. **Facility** – All venues such as: arenas, swimming pools, sport courts, sport fields, etc., that are available for use by groups or individuals in the City of Delta are considered to be called a “facility” as it relates to allocations.
11. **Traditional Use** – Allocations will be honoured based on the previous year’s allocations, providing membership for the requesting user(s) membership remains the same or is greater than the previous year. In the event membership has reduced, allocation hours may be proportionately adjusted.

Staff should follow these guidelines in order to make fair and equitable facility allocations.



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### ALLOCATIONS OF FACILITIES

- First Priority:** City of Delta programs and special events
- Second Priority:** Delta not-for-profit community sport organizations and traditional users
- Third Priority:** Delta School District programs
- Fourth Priority:** Delta casual users
- Fifth Priority:** Delta commercial and for-profit users
- Sixth Priority:** Non-Delta groups, organizations and casual users

### TERMS AND CONDITIONS

The City of Delta is committed to providing a safe environment for all users. Police Information Checks are required by all groups (volunteers and employees) that interact with children and/or youth participants, and groups must be prepared to provide these to the City if requested.

All facility users will require an authorized rental permit for access to the facility, and must adhere to all terms and conditions of use.

User groups are not permitted to sublet or sell time to other user groups without the prior written consent of the City.

In conjunction with all insurance requirements, all users are to wear the appropriate protective equipment as mandated by their governing body when participating in an activity at a City facility.

The City of Delta reserves the right to close facilities (indoor and outdoor) during adverse weather conditions and/or maintenance, or at any time that the City deems it necessary to do so.

The City of Delta reserves the right to cancel, postpone or reschedule a rental slot.

All facility users must abide by the City of Delta Code of Conduct when participating at a City facility.

The City of Delta reserves the right to collect a damage deposit prior to issuing a facility use permit that can be drawn upon to cover additional costs incurred for facility damage.





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All associations, leagues, organizations, and private groups, prior to use, must purchase appropriate insurance coverage with the City of Delta named as an additional insured party. Failure to do so will result in the City cancelling the permit(s).

Penalties and discipline may be used for any infraction of this policy, leagues and associations are ultimately responsible for the conduct of their teams, players, officials and fans.

Penalties and discipline may include any of the following: verbal warnings, written warnings, fines, financial bonding, cost of repair to the facility, and loss of facility use. It is understood that a number of discipline measures can be used in combination with each other and discipline action will generally be progressive in nature. Additional fees may be levied against the permit holder.

