

	<b>TITLE</b>	<b>Dome Rental Allocation Policy</b>		
	<b>DESCRIPTION</b>	The process in which dome time is allocated to users.		
	<b>DATE ISSUED</b>	October 26, 2018	<b>POLICY NUMBER</b>	BSC-P008
	<b>DATE EFFECTIVE</b>	November 27, 2018	<b>VERSION NUMBER</b>	1.0

**SECTION 1 - POLICY**

<b>PURPOSE</b>	<p>The purpose of this Policy is to outline how the BSC will utilize dome time for organizational needs and make available any unused times for rental in the three indoor facilities (“domes”) located at Sherwood Forest Park.</p> <p>The Joint Venture Agreement between the City of Burlington and the BSC assigns exclusive use of the facilities to BSC.</p> <p>The BSC may choose to rent out any available time slots not utilized by BSC to third parties at its sole discretion and as outlined in this Policy.</p>
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**SECTION 2 – PROCEDURE**

<b>PROCEDURE</b>	<ol style="list-style-type: none"> <li>1. Anyone wishing to rent a dome may submit a request to rent outlining the time-slots they wish to rent.</li> <li>2. All requests to rent dome time will be considered. However, requests will be allocated dome time in the following order of priority:             <ol style="list-style-type: none"> <li>a) BSC needs;</li> <li>b) Previous full-season third party renter history;</li> <li>c) New full-season renter requests;</li> <li>d) Previous partial season third party renter history; and</li> <li>e) New partial season third party renters,</li> </ol>             as described below.           </li> </ol> <p><b>BSC Use of the Domes</b></p> <ol style="list-style-type: none"> <li>3. On an annual basis, the BSC will allocate space for its own use in the following priority order:             <ol style="list-style-type: none"> <li>a) Youth programs</li> <li>b) Special programs (for example, Embracing Ability)</li> <li>c) Adult programs</li> </ol> </li> </ol> <p><b>Previous Full-Season Third Party Renter Allocation</b></p> <ol style="list-style-type: none"> <li>4. Following the allocation of space for the BSC programs, the BSC will contact any full-season renters (Oct-April) from the prior year in good standing with BSC and indicate which times are available for rent at the domes.</li> <li>5. A renter is deemed to be in good standing with the BSC if they have completed their payments to the BSC for the previous year, used all assigned space in the previous year (or returned the unused space to BSC with appropriate advance notice as</li> </ol>
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stipulated in the applicable rental agreement), and provided there was no violation of the terms in the Rental Agreement and/or BSC policies.

**New Full-Season Third Party Renter Allocation**

6. Following the allocation of space for previous full-season third party renters, new third party requests for full-season rentals will be considered.

**Previous Partial Season Third Party Renter Allocation**

7. Following the allocation of space for new full-season third party renters, previous partial season renters in good standing will be contacted and advised what times are available for rent at the domes.

**New Partial Season Third Party Renter Allocation**

8. Following the allocation of space for previous partial season third party renters, new third party requests for partial season rentals will be considered.

**General**

9. Subject to space availability and the priorities set out in this policy, BSC will make best efforts to provide previous renters in good standing with the same or substantially similar number of hours and time slots the renter rented during the previous season. If some or all of the time slots previously enjoyed by the renter are unavailable for the Fall and/or Winter seasons, then requests for dome time will be prioritized based on the number of hours the renter rented during the previous season, as well as the number of years the renter has rented space from BSC.

10. Rental requests from new renters will be assessed on a first-come, first-served basis.

11. BSC may exercise its discretion to prioritize new renters who will utilize the dome for youth programs or for traditionally disadvantaged groups.

12. While BSC will generally follow the above allocation priorities, the BSC retains sole discretion to refuse to rent available space for any lawful reason to new renters.

13. Renters who are offered dome space will be provided with a deadline (minimum 7 days) by which they must submit a completed Rental Agreement and pay a deposit of 25% to secure the requested time for the Fall/Winter season.

14. **BSC cannot guarantee that renters will receive the same number of hours or the same time slots they rented during a previous season.**

**SECTION 3 - APPROVALS**

VERSION NUMBER	EXECUTIVE DIRECTOR APPROVAL		BOARD APPROVAL		PUBLISH DATE
	Initial	Date	Initial	Date	