

BOOKING INFORMATION OUTDOOR FACILITIES

2024 Outdoor Season Booking Information

The booking information enclosed is based on current information and is subject to change based on new regulations, guidelines, or direction. A minimum of 72 hours is required for processing new or additional booking requests. Requests for new rentals, changes and cancellations must be submitted in writing.

Schedule of Dates

Monday, February 12, 2024

- Deadline for customers to confirm allocation.
- Submit change requests to existing allocation.
- Submit updated Organization Information Form.

Friday, February 23, 2024

- Contracts distributed to rental customers.

Monday, March 5, 2024

- Submit signed rental agreement and Liability insurance (naming the City of Guelph as additionally insured up to \$2,000,000 General Liability).
- Customers can submit new and one-off requests.

Friday, April 26, 2024

- Volleyball courts open

Wednesday, May 1, 2024

- Ball Diamonds open with the exceptions of Norm Jary, David E. Hastings field and Larry Pearson field.

Wednesday, May 8, 2024

- Soccer fields open, except for Centennial Enclosure, Hanlon Creek, Guelph Lake 1, 2, 3, Franchetto Park, Eastview Mini Soccer.
- Hasting Stadium open

Friday, May 10, 2024 *updated February 20, 2024

- Larry Pearson Diamonds 1, 2, 3

Wednesday, May 15, 2024

- Hanlon Creek, Franchetto Park open.
- Football Fields open—Exhibition 3, Eastview 1, 2.
- Guelph Lake 1, 2, 3 and Centennial Enclosure open.
- Norm Jary Softball open

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- Eastview Mini Soccer 14, 15, 16, 17, 18, 19 open

Friday, August 9, 2024

- Centennial Soccer Complexes close.

Monday, September 2, 2024

- Larry Pearson Diamonds 1, 2 and 3 close.
- Other select locations begin to close. Locations will be determined at the City's sole discretion, accounting for field conditions, staffing levels, and community requests.

Wednesday, October 2, 2024

- Sportsfields close for the season except for approved bookings for non-profit organizations and schools at some locations.
- Locations will be determined at the City's sole discretion, accounting for field conditions, staffing levels, and organization requests. All requests must be made at least 3 business days in advance and will be weather dependent.

Friday, November 1, 2024

- Deadline to return keys to Facility Booking office.

Booking Specific Information

2024 Rates and Fees

On November 29, City Council amended and adopted Guelph's 2024-2027 Multi-Year Budget. The [rates, fees and charges guide](#) can be found online at guelph.ca/budget.

General Facility Regulations

- Customers have access to a facility according to the times listed on the rental agreement. Do not arrive more than 30 minutes prior to your rental time – and be sure to leave by 30 minutes following your rental time. If other users are onsite, please be respectful and wait for the time outlined on your rental agreement to access the facility.
- Do not park in signed Fire Route accesses. Vehicles may be towed at the owner's expense.
- All facilities have waste bins. Please ensure that all players, coaches, parents, and spectators use them. Post-game litter is unacceptable and reflects poorly on our sports and special events groups. Additional cleanup costs (according to the current Rates and Fees Bylaw) may be charged to groups for leaving a facility in an unkempt or littered condition.
- The City does not keep a Lost and Found for basic items found in Parks. Items like phones, tablets, and valuables will be retained, please contact parks@guelph.ca to see if anything was found.

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- No players, coaches, parents, or spectators are permitted to be on the field while staff perform maintenance to the field. Staff will cease operations if anyone enters the field during maintenance and will not resume until the field is vacated.

Locations Requiring Access

- Some outdoor fields/diamonds require keys or access cards for access. Please arrange with Facility Booking staff to pick up keys/access cards prior to the first booking. Key deposits are required.
- One authorized representative per league is to sign for, pay for and pick up keys. A \$100 refundable deposit is required per key or access card. Deposits are payable by cash, cheque, debit or credit card. Deposits paid by cash or cheque will be refunded by cheque.
- Keys/access cards can be returned at any time throughout the season but must be returned by the deadline noted to be eligible for a refund.

Outdoor Tournaments and Events

- Special event applications must be submitted at guelph.ca/specialevents using our online application and approval platform.
- For outdoor events and bookings that require the City to close facilities such as trails, baseball diamonds, or sports fields, additional fees will be incurred and must be approved by Parks. Please work with your Booking and Event Coordinator to determine if a special event application is required.

Communal Field Equipment Boxes

- Bases, nets and corner flags are not provided by the City unless otherwise noted in the Location Specific Information section below.
- Communal Field Equipment Boxes are shared. These are provided for field equipment, not personal items. Boxes should be kept locked when not in use.
- Chalk and chalkers are provided by the City and stored in communal boxes. Please use chalk sparingly; chalk is replenished once per week.
- All equipment taken from storage boxes must be left on site and put back in good condition before you leave a facility. Please report damaged field equipment when discovered.
- All field equipment will be removed at the end of the season. Personal items will be disposed of.
- The City accepts no responsibility for items stored in the boxes.

Private Storage Bins (Green Bins)

- Private storage bins are available seasonally (approximately May 1 through October 31) at a cost.
- The City of Guelph will install and maintain the storage bins.

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- The City of Guelph will supply the locks and key/combinations and will retain one copy of the key/combo. Staff will not provide access to any private storage bins. The City of Guelph will replace broken or seized locks at no charge. Locks that are cut off will be replaced at a cost.
- All items must be removed by the end of the season. Items not removed will be disposed of.
- The City does not accept responsibility for items stored in the boxes.

Scheduling and Lighting Information

- All outdoor bookings must be a minimum of 2 hours.
- For bookings in May, September, and October, rentals take place 9 a.m.-dusk on non-lighted sports fields and 9 a.m.-11 p.m. on lighted sports fields.
- For bookings in June, July, and August, rentals take place 8 a.m.-dusk on non-lighted sports fields and 8 a.m.-11 p.m. on lighted sports fields.
- To allow for maximum facility use Monday to Friday, the two evening slots for each lighted facility are 6-8:30 p.m. and 8:30-11 p.m. Field use must not extend past 11 p.m. as lights will automatically turn off.
- Please note that lights may take approximately 10 minutes to warm up or cool down. If lights are turned off unexpectedly, please allow a 10-minute cool down before turning them on again.
- Lights must be turned on and off at the light control switch box. No access to breaker panels is permitted.
- If lights are not turned off following use, groups will be charged an additional fee.
- Light fees are charged 30 minutes prior to monthly average sunset time.

Table 1: Scheduling and Lighting Summary

Month	Lighting Start Time
May	8 p.m.
June & July	8:30 p.m.
August	8 p.m.
September	7:30 p.m.
October	6 p.m.

Washrooms

- Washrooms housed in buildings will be open between April 30 and Thanksgiving Monday 7 a.m.-11 p.m.
- The City places portable washroom units at many park locations for the duration of the summer. A [list of locations can be found here](#).
- At staff discretion, tournaments and special events may be required to provide additional portable toilets or incur the costs of additional servicing to

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existing portable toilets. When using your own provider, the provider and placement location must be approved by Parks staff.

Field Maintenance Schedule

- Sports field maintenance is scheduled on a regular basis and occurs throughout the booking season. Please see the City of Guelph Maintenance Standards for additional details.
- Additional maintenance (including grooming, chalking, and painting) may be arranged at additional cost. These services are subject to staff availability.
- If additional staffing is needed, a minimum of 3 business days' notice is required, and is subject to staff availability.
- No group will groom or rake diamonds using motorized equipment. Hand raking is permitted.
- No group will trench diamonds for the purpose of draining saturated facilities, as a matter of user group safety. Do not push puddles onto grass. Please squeegee puddles around the infield to dissipate water. Do not use kitty-litter or other absorbent materials to dry out fields.

Weather Related Cancellations

- When it rains, soil becomes saturated which can make it dangerous for participants and damage facilities. If sportsfields are damaged and repairs are necessary, it might mean an extended closure until the field is fixed and safe for play. We may not be able to provide groups with an alternate facility during a field closure.
- Sportsfields are inspected daily, and closure notice is made by 2 p.m. If rain begins after 2 p.m. or on the weekend, please use due diligence and responsibility by not using the fields. Notify your Booking Coordinator at facilitybooking@guelph.ca staff before the end of the business day.
- Groups who continue to play on closed or wet fields:
 - Will be charged and invoiced at the full unsubsidized rate.
 - Will be held responsible for the cost of the field repairs and any resulting lost revenues.
 - May have their rental agreements revoked.

Location specific Information for 2024

Bishop Mac Field and Track

- The Wellington Catholic District School board will be responsible for booking the turf field and rubberized track at the school. Please contact please contact the Community Use Outreach Coordinator at 519-821-4640 extension 202 or email: communityuse@wellingtoncdsb.ca.

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Centennial Soccer Complex Regrading Fall 2024

(fields surrounding enclosure)

- The soccer fields are being re-graded to maximize functionality of the space and improve the quality of the playing surfaces. This will allow for multiple field configurations in the future. The project scope does not include upgrades or additions to park infrastructure (i.e. benches, irrigation, etc.).

Eastview Community Park

- Corner flags and nets are provided at the full-size soccer fields.
- Construction of the splash pad is underway. Change rooms and washrooms will be closed during construction. Portable washrooms will be added on site for this season. Some parking may be impacted intermittently.
- Bicycle Skills Facility Phase 1 installation summer to fall 2024 with potential intermittent impact to driveway access to Watson Parkway South at Couling Crescent

Hastings Stadium

- Location to be used to play games only.
- No access is allowed to the Stadium grounds without a permit.
- Access to Stadium grounds to occur during permit time only
- No players, coaches, parents, or spectators are permitted to be on the field when staff perform maintenance to the field. Staff will cease operations if anyone enters the field during maintenance and will not resume until the field is vacated.
- Access to the Stadium grounds without a permit must be prearranged and approved by Recreation Supervisor, Bookings, Events and Promotions, and/or Program Manager, Sports and Leisure Grounds.
- To provide the level of maintenance listed on the Maintenance Standards schedule, we can only accommodate 1 booking at Hastings per day; unless the first game concludes by 1 p.m., the next game starts 2 hours later, and 72 hours' notice is given. At the users' discretion, a second booking will be permitted with less than 72 hours' notice; however, maintenance will not be performed.

Howden Crescent Park Soccer Fields

- Playground replacement installation: Spring 2024 with possible impacts to pathway access to tennis courts and soccer fields.

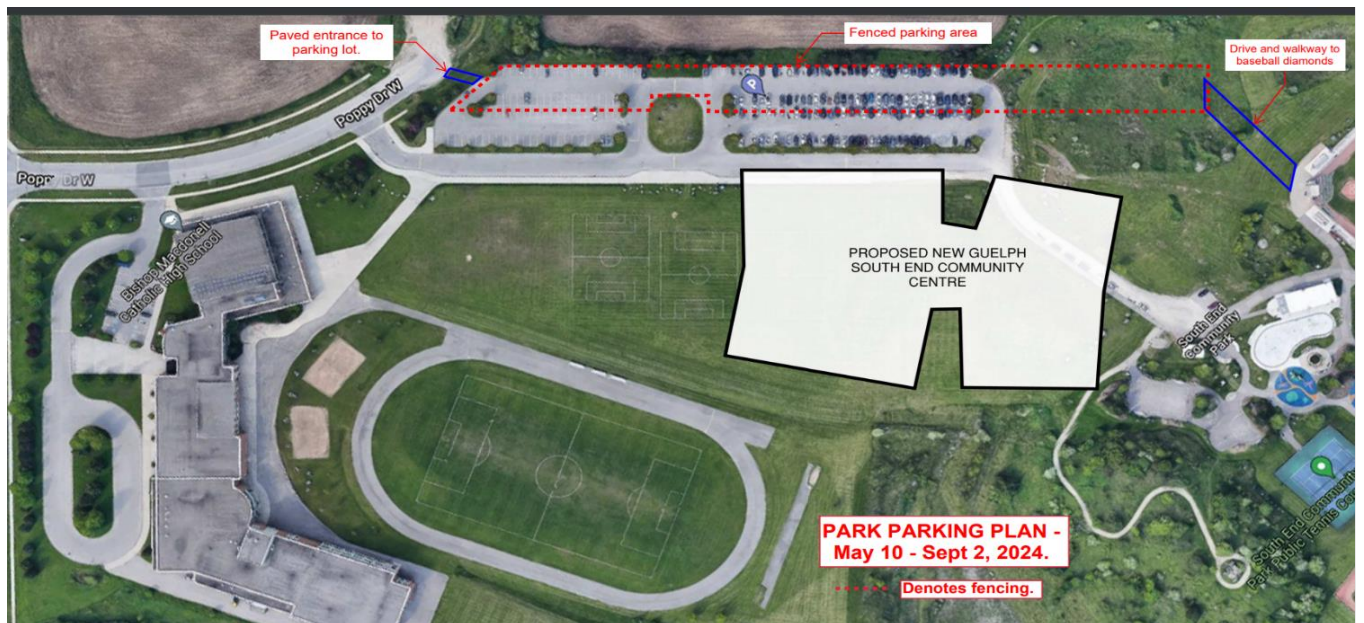
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Margaret Greene Park

- Splash pad installation, community garden preparation and parking lot expansion will take place in summer 2024 to early fall 2024.
- Impacts to parking will occur as the existing parking lot is partially closed during construction. Access to existing accessible parking spots from Westwood Road will remain open.
- Groups using Margaret Greene Park soccer fields are asked to park at St. Peter Catholic Elementary School which is accessible from Westwood Road
- Intermittent impacts to water and electricity are likely as mechanical connections are made.
- Access to washroom building will be impacted, and temporary potable restrooms will be placed on site for public use.

South End Community Park

- Larry Pearson hardball diamonds will be available to rent from May 10 to September 2, 2024.
- A temporary parking lot and a pedestrian pathway to the baseball complex will be available - there is no vehicular access to diamonds for equipment drop off.
- There will be no special events or tournaments for the 2024 outdoor season.



Norm Jary

- Diamonds 2 and 3 have been renovated and reoriented.

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University Village Park

- Playground replacement installation – spring to fall 2024 with potential intermittent impact to parking lot/driveway access.

Upper Grand District School Board Facilities (UGDSB)

- Upper Grand District School Board facilities (UGDSB) facilities must be booked directly through the Board by calling the Board office at 519-822-4420 extension 833.

Locations that include soccer nets

- Castlebury Drive Park
- Centennial Enclosure
- Centennial 6 and 7
- Eastview Community Park
- Guelph Lake 1,2,3
- Hanlon Creek 1 and 2
- Howden Crescent Park
- Margaret Green Park 1 and 2
- O'Connor Lane Park
- Orin Reid Park
- Silvercreek Park
- Wilson Farm Park
- York Road Park

Contact Information

Facility Booking

All facility booking questions can be emailed to facilitybooking@guelph.ca or by phone at 519-837-5678.

Parks

All park maintenance items can be emailed directly to parks@guelph.ca or by calling 519-837-5626.

For after-hours emergencies, call 519-837-5626 and calls will be answered by the City's on-call service. Please have your permit number ready and be prepared to provide as much information as possible about the problem to the operator and a contact number for a return call.