

Town of Three Rivers

Sport Field Booking Procedures and Rental Fees

Procedures

- A Sport field Application form must be submitted to the Town a minimum 30 days prior to use. User fees will be paid in advance before any scheduled event(s) may take place.
- Users are responsible for providing a copy of any required COVID-19 Operational Plans to the Town and ensuring that the appropriate measures are being taken as per current Government of Prince Edward Island guidelines.
- Final decisions on field cancellations due to weather will be made by 3:30 pm daily Monday to Friday by the Recreation and Events Coordinator. In a situation where inclement weather develops outside of normal Town operating hours prior to or during scheduled use the Town requests the user take a common-sense approach and err on the side of caution to prevent damages to Town property.
- All buildings, equipment and tools at the facilities are property of the Town. Users must have written permission from the Town for any modifications required. The Association must report any damage, vandalism, needed repairs and/or safety issues to recreation maintenance staff. Equipment awaiting repair or other work will be posted “out of order” and will not be available for use. Any upgrades needed to facilities must be approved by Town Council.
- Users must not allow any alcoholic beverages and/or recreational drugs to be consumed on Town property.

Rental Fees

Sport field rental fees are separated into two categories:

- **Minor Associations:**
Minor sports associations will be charged a user fee of \$10 per registered athlete and a rental fee of \$30 per hour or \$150 per tournament, HST included.

- **Adult Users:**

Adult users outside of existing minor sports organizations will be charged a rental fee of \$60 per hour or \$300 per tournament, HST included.

*Tournament fees will be used to provide insurance for users, and cover costs of materials/additional labour.