



## FACILITY BOOKING POLICY

### POLICY STATEMENT:

**PURPOSE:** To ensure that all members of Swan City Football Club (“SCFC”) represent the club in a respectable manner while participating in team functions.

**SCOPE:** All members of SCFC and those associated or accompanying teams of SCFC.

**DEFINITIONS:** All City School gyms, Eastlink Centre, The Leisure Centre, Alliance Church, SCFC soccer Centre, or other SCFC facilities.

**PROCEDURE/GUIDELINES:** The indoor soccer facility limits the amount of practice time available to all leagues. The practice hours are subject to change based on the number of teams playing indoor soccer during the season.

All indoor Field or Gym space allocated to teams needs to be utilized as committed. Scheduled Field or Gym time not used and not cancelled with the SCFC office in writing 72 hours prior, will be charged to the team at the rate for the facility booked. Any space booked by a team and not used, must be paid for by the team. All booking privileges may be suspended until payment is received.

Players/officials must remain off the field until their booking starts and players must be exiting the field/gym immediately as their booking time ends. City arenas and some County arenas are closed on Statutory Holidays and booking on these days could be subject to additional fees. No teams or league officials shall change pitch/gym times with another team without first advising the SCFC office. Because of Field/Gym constraints, teams may not get their preferred practice time. SCFC members will not engage in discussions with any field or gym attendant for being ask to leave a playing surface. If a team feels they have been shorted of time, contact the SCFC office or have the Team Manager contact the SCFC office with details.