

Seasons and Deadlines

Regular Season Term	Fall/Winter:	September 1 to March 31	Requests due by April 1
Off-Season Term	Spring:	April 1 to June 30	Requests due by December 1
	Summer:	July 1 to August 31	Requests due by March 1

Allocation Priorities

Arena ice/floor time will be allocated utilizing the following order of priority, with reasonable considerations, with considerations for existing license agreements and historic precedent:

1. City of Sarnia Recreational Programs
2. Special Events and Tournaments
3. Junior Hockey (i.e. Sarnia Sting & Sarnia Legionnaires)
4. Resident Minor Sports Groups
5. Resident Adult Groups
6. Non-Profit Community Organizations
7. Private Commercial or For-Profit Organizations
8. Non-Resident Youth or Adult Groups

Application Process

All applicants must submit, in writing, all requests for ice/floor/room time prior to the above deadlines. Users are requested to submit their request through this application form, although other formats will be accepting providing the same information is provided, as required in this document.

Please ensure you have read and understand the Arena Administration and Ice Allocation Policy prior to submitting your requests.

Applications can be submitted by email to parksandrecreation@sarnia.ca or delivered to City Hall at 255 Christina Street North, Sarnia, Ontario, N7T7N2.

Office Use Only

Date Received or Stamp:

Applicant/Contract Holder

Organization and/or User Group Name

Contact Name (First and Last)

Address (Number and Street)

Unit/Suite (If Applicable)

City/Town

Province

Postal Code

Phone Number

Email Address

Secondary Contact (Optional)

Name (First and Last)

Phone Number

Email Address

Application Type

Ice Time

Floor Time

Room Time (i.e. monthly meetings)

Tournament and/or Special Event

User's Core Programming (i.e. games, practices)

General Liability Insurance

All users and utilization of City of Sarnia facility time is required to obtain and hold general liability insurance. Please complete the below as applicable. Requirements are detailed [online](#).

I, the applicant, will be submitting a Certificate of Insurance (COI) that meets the City's requirements.

I, the applicant, am requesting to purchase the City's User Group Insurance program if I qualify, based on the information provided below.

Please complete the below to inquire if you qualify for the User Group Insurance Program.

Activity Details (i.e. hockey, skating):

Number of Participants (approx.):

Is this for a league?

If yes, how many teams:

Signature

Date

Signature

Allocation Request (Weekly/Monthly)

Complete the below for any regular recurring usage during a season. Please complete one page below per contract (i.e. one page for a “practices” contract, and another page for a “games” contract). Extra pages are included in this document.

Contract Title (i.e. Smith Pick-Up, Sport Practice, Camp):

Start Date:

End Date:

Repeat Day(s)	Time(s) (i.e. 9:00 a.m.–10:00 a.m)	Facility (PASA 1, PASA 2, PS, CWB, CWR)	Comments
Mondays			
Tuesdays			
Wednesdays			
Thursdays			
Fridays			
Saturdays			
Sundays			

Excluded Date(s) (i.e. holiday break):

EXTRA 1: Allocation Request (Weekly/Monthly)

Complete the below for any regular recurring usage during a season. Please complete one page below per contract (i.e. one page for a “practices” contract, and another page for a “games” contract).

Contract Title (i.e. Smith Pick-Up, Sport Practice, Camp):

Start Date:

End Date:

Repeat Day(s)	Time(s) (i.e. 9:00 a.m.–10:00 a.m)	Facility (PASA 1, PASA 2, PS, CWB, CWR)	Comments
Mondays			
Tuesdays			
Wednesdays			
Thursdays			
Fridays			
Saturdays			
Sundays			

Excluded Date(s) (i.e. holiday break):

