



KIDSPORT CALGARY SKATE SHACK

Fall 2017 and Winter 2018

YOUR ORGANIZATION'S RESPONSIBILITIES:

The **BOOKING ORGANIZATION** is asked to comply with the following important details:

1. Provide a **flat off-road** location where the **KidSport™ Skate Shack** can be parked and stored.
 - a. Chose a spot that is as **secure** as possible (i.e. located near outdoor lighting with limited street visibility etc.)
 - b. The truck and trailer measure 48 feet in length and nine feet in height and width. As such, the trailer and truck will require a turn radius of 90 square feet to get in and out of the location. **Tight spaces, winding access roads** and/or **steep slopes are not able to be accommodated.**
 - c. It is the responsibility of the booking organization to contact the KidSport Calgary Skate Shack Coordinator if there is **concern that your location might be inaccessible**, and alternate locations will need to be scoped out prior to drop off to ensure safe transport of the trailer.
 - d. The accessibility of each location is **at the discretion of the representative from ULS Maintenance & Landscaping** and the trailer will not be dropped off if they feel the location is unsafe or poses a hazard. Please phone when in doubt to avoid any potential problems with your booking.
2. Provide a **daytime & evening contact name and phone number**, and have someone available to receive the Skate Shack at the time of the drop-off. (Please note the Skate Shack is typically dropped off in the evening after 8:00pm. This is dependent on the availability of ULS)
 - a. This person needs to be available to give directions to the ULS Maintenance & Landscaping transportation contact(s).
3. Ensure that all participants using the skates and helmets in the KidSport™ Skate Shack are **covered under your organization's insurance policy.**
4. Ensure that **all skates and helmets are returned to their proper location.** Please note that we will be checking inventory organization throughout the season. Groups that do not comply with this requirement will forfeit their Skate Shack privileges for the following year.
5. **Follow the checklist** located inside the door of the Skate Shack. These items are critical to helping ensure an easy transition between groups, and will help protect the condition of the inventory so the Skate Shack may continue to be accessed for many years to come.
6. **Separate damaged skates and helmets** from the regular inventory. Please place damaged items in the marked bin so they may be fixed and/or replaced.
7. **Ensure the Skate Shack is organized and ready to transport** for the pick up time listed on your confirmation sheet. This is very important, as the staff from ULS Maintenance & Landscaping have other business-related appointments that need to be respected and accommodated.
8. Complete and **return the evaluation form** for the KidSport™ Skate Shack. The information collected will help KidSport™ better respond to your organization's needs in future years.

THE DAMAGE DEPOSIT

A Damage Deposit cheque for \$300.00 (payable to **KidSport Calgary**) is required to confirm your booking of the KidSport™ Skate Shack. This cheque should be post-dated to correspond with the first day of your booking. This cheque **MUST** be received by KidSport Calgary booking coordinator **within two weeks of submitting your completed booking request form. Please note that credit card deposits are not accepted.**

Should your organization be interested in donating your damage deposit, the funds will go towards the repair and maintenance of the Skate Shack and other sport programming opportunities for low income kids. If you do not indicate that you would like to donate your damage deposit, it will be returned once the KidSport™ Skate Shack is received in an orderly manner.

This includes (but is not limited to):

1. Skates are tied together in matching pairs.
2. Skates are returned to the corresponding size (and gender) location in a neat and orderly manner.
3. ALL skate blades are dried off using the cloths supplied to prevent them from rusting.
4. Helmets are put back into the bins provided.
5. Damaged skates and helmets are separated and placed in the box marked “damaged”.
6. The KidSport Skate Shack is locked and the keys are returned to the security padlock
7. The evaluation form is completed and sent back to the Skate Shack Coordinator.

PLEASE NOTE: If any of these items are overlooked, your organization will be charged \$50/hour (minimum one hour) for staff time to organize the Skate Shack, and your organization will forfeit your eligibility to book the Skate Shack in the following year. Receipt of your damage deposit cheque is considered proof of your organization’s acceptance of the above responsibilities.

Please mail your damage deposit cheque to:

KidSport Calgary

P.O. Box 94011, Elbow River Post Office
Calgary, Alberta
T2S 0S4

Attention: Lisa Parham

RESPONSIBILITIES OF THE SKATE SHACK

1. The KidSport™ Skate Shack **will be dropped off and picked up at the site you select.** If something happens during transport (i.e. flat tire, bad weather, accident etc.) your daytime person will be contacted by a representative from ULS Maintenance & Landscaping to update the pick-up and/or drop-off time.
2. The KidSport™ Skate Shack will be **filled with brand new and quality used skates** that are safe and in good condition.

BOOKING PRIORITY:

- Community groups holding events for children and families.
- Organizations and schools in higher need communities.
- Organization that have not previously had the opportunity to access the KidSport™ Skate Shack.

Thank you for helping keep the **KIDSPORT CALGARY SKATE SHACK** in good condition!