



January 8, 2024

Dear Ice User Groups,

**Reference: 2024 Outdoor Field Allocation**

Please complete the following request form for Spring Ice and return to the Allocation Clerks no later than **4:00pm on Wednesday January 31, 2024.**

Outdoor Season will begin May 1, 2024 or when weather permits. The season will go until Sunday September 1, 2024.

We will be holding an outdoor field allocation meeting on Wednesday March 6 at 6:30 pm in the West meeting room at the Pomeroy Sports Centre. Please ensure that a representative from your group is able to be in attendance for this meeting.

If you have any questions or require further assistance with the allocation packages please email [reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca).

Sincerely,

Heidi & Cheryl  
Allocations Clerks  
250 785 4592  
[reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca)

## 2024 Application for Outdoor Field User Groups

**Package Due Date:** Completed Package due Wednesday January 31, 2024, 4 PM

**Allocation Period:** January 8, 2024 – January 31, 2024

**Allocation Meeting:** March 6, 2024 6:30 pm West Meeting Room (PSC)

**IMPORTANT PACKAGE INFORMATION:**

1. This is an application only. Bookings are not confirmed until a rental agreement is in place.
2. Each tournament and/or special event(s) requires a separate application.

<b>Organization Name:</b>	
<b>Society Number:</b>	
<b>Mailing Address:</b>	
<b>Billing Address:</b>	

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2024 Application for Outdoor Field User Groups

### Contact Information

\*Only those named below are approved to do business on behalf of the organization without written consent

#### Organization Approved Scheduling Contact(s):

<b>Full Name:</b>	<b>Main Phone:</b>
<b>Position:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	

<b>Full Name:</b>	<b>Main Phone:</b>
<b>Position:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	

#### Organization Approved Special Events Contact: *(if different than above)*

<b>Full Name:</b>	<b>Main Phone:</b>
<b>Position:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	

#### Organization Approved Finance Contact: *(if different than above)*

<b>Full Name:</b>	<b>Main Phone:</b>
<b>Position:</b>	<b>Alternate Phone:</b>
<b>Email:</b>	

## Regular Requested Outdoor Field Times Approximately May 1 –September 2, 2024

Complete the following form for reoccurring bookings. For complex bookings, please attach your request on a separate form.

**Legend:**

<b>Start Time:</b> the time you take the field			<b>Reoccurrence:</b> weekly, biweekly, monthly, etc			
<b>End Time:</b> the time you are off the field			<b>Location:</b> field location			
<b>Start Date/End Date:</b> indicate first and last day for this request						
Day of week:	Start Time:	End Time:	Reoccurrence:	Location:	Start Date: Mm/dd/yy	End Date: mm/dd/yy
<b>Monday(s):</b>						
<b>Tuesday(s):</b>						
<b>Wednesday(s):</b>						
<b>Thursday(s):</b>						
<b>Friday(s):</b>						
<b>Saturday(s):</b>						
<b>Sunday(s):</b>						

## 2024 Outdoor Field Special Event Request Form

Complete the following form for special bookings. A request form is for every Special Booking during the allocation period. Use a separate form for each request.

**Due to the booking of public programming it is required to pre-book events a minimum of 4 months in advance. For complex bookings, please attach your request on a separate form.**

*Special Bookings: large tournaments, competitions, regional/provincial/national events, seminars, time trials, etc.*

**Special Booking/Event Information:**

<b>Event Title:</b>		
<b>Date(s):</b>		
<b>Time(s) and Location(s) of event:</b>	<b>Location(s):</b>	<b>Time(s):</b>
<b>Additional Requests:</b>		

**Event Questionnaire:**

Question:	Yes	No	Unknown/ NA
Are your event dates somewhat flexible?			
Will you require additional spaces other than the fields and their amenities?			
Have you included additional spaces in your booking request?			
Is your event open to the public?			
Has your event been approved by any governing bodies (provincial/national bids)?			
Will you be serving alcohol at your event?			
Have you held your event in the past?			
Are you the same person who will be in charge of this event?			
Will your event disrupt public programming (to the best of your knowledge)			

Additional Comments:

Do you require any maintenance during your time? please specify:

## 2024 Outdoor Fields Additional Information

### 2024 Kin Park, College & Surerus Park

There are 4 baseball diamonds at Kin Park and 3 at the College. The diamonds are numbered 1-7.

Surerus Park has 8 baseball diamonds to use. The diamonds are lettered A-H.

The soccer fields at Surerus Park will be available this season **for tournaments only**.

### Fields Maintenance

Dragging of the fields will occur on weekdays at least twice per week (weather permitting). The City will make every attempt to drag fields before weekend tournaments. Additional maintenance will be determined by City staff. Any concerns should be reported by calling 311 or using the Report A Problem form on the City website or My City Hall app.

### Outdoor Washrooms

The new Pavilion at Kin Park has a washroom. There are currently two washroom facilities at Surerus Park. In addition to these washrooms there will be porta-potties at various locations throughout the parks.

Washrooms will have pre-set timers for the auto-locking doors and will be open beginning May 1. If you need these timers adjusted for your events please include this information in your requests. City staff will ensure these are stocked and cleaned on a regular basis. It will be the responsibility of the User Group to provide additional supplies for large events they are hosting.

Surerus Clubhouse	Accessible by key
Surerus North Washroom	9:00am – 10:00pm
Kin Park Pavilion	6:00 am – 9:00 pm

\*Subject to change

### Field Closures

Should the City close a field, the closure notification will come from City Communications or designate. All closures will also be posted on the City of Fort St John Recreation Facebook Page.

### 2024 Canada Day

Canada Day firework plans have not been yet determined. Schedules on July 1 are subject to change. The City will contact the applicable User Group to determine rescheduling if required.