

PACIFIC INSTITUTE FOR SPORT EXCELLENCE

TRACK USER GROUP/MEMBER SPACE ALLOCATION POLICY

1. **PISE space allocation responsibility**

PISE has the responsibility to manage the allocation of the track between our partners, sport organizations and community members. Each user group will be evaluated for space according to needs and priority usage for the track

1. **High Performance training** (Athletics Canada, Canadian Sport Institute, PISE HP programs )will have priority use of the track Monday to Friday 9am to 3pm. Other users may use the track during this period if not booked for HP Training. Priority usage during this time period will be reviewed on an annual basis. All bookings must processed through PISE’s Facility Manager to ensure no conflicts occur.

After 3pm Monday to Fridays and weekend use will be open to PISE programs, PISE partners and community member use based on first come first serve basis.

1. **Rental time restrictions**

**4.1 Warm up time**

Warm up time must be included in your designated rental time. No groups will be allowed to access the track before the start time.

**4.2 public use of open times**

An “open” track time designated on the daily track schedule are open to any members or community user for individual use. Any group/team/organization many not enter at once and “takeover” at any open times for practice or group training unless they have the track booked. Open times are to be shared with any general user that chooses to also access the lanes at that time and best efforts will be made to include everyone in open times.

**4.4 Group Training**

Any groups wishing to use the track must book the track through the Facility Manager. Any obvious coaching and/or group training is not allowed outside of any organization/group bookings and anyone violating this will be asked to leave the track area.

1. **Booking limitations and restrictions**

PISE staff will do its best to allocate time to as many organizations as possible during the booking process. The following restrictions and limitations will be enforced to all user groups.

* Will be required to fill out the online form at www. piseworld.com to request booking
* Bookings will be on half hour and hour increments only
* Rental time must include all set up/take down/clean up- example one hour will be 50 minutes of training and 10 minutes for any set up or take down for practice,
* Groups are not to go over their allotted time. There may be back to back users for the track and no group should impede on another groups rental time
* Races and Meets cannot be scheduled when the field is in use due to safety concerns.

**Single lane or full track rental.**

* Lane rentals must adhere to the ratio of 10 users per lane at all times
* All timing, warm-ups, video, etc must take place in rented lanes and not in lanes designated for public use or other users.
* Full payment for rental will be due at time of booking

1. **Further stipulations** 
   * PISE does not accept overnight bookings
   * All single- time rental requests must be received by Thursday at 3:30pm for the following Monday through Sunday time period
   * All organized groups must have their own insurance for any bookings
   * If group is more than 15 minutes late, without notice, the booking will be forfeited and track will be used for public use. Group will not receive a refund if they are late or a no- show
   * Track is not to be used with icy or covered in snow
2. **Cancellation Policy**

In the event of cancellation, a written cancellation must be provided to PISE by letter addressed to:

**Jodi Hensel**  
**4371 Interurban Road**  
**Victoria, BC**  
**V9E 2C5**   
Or

by email ([bookings@piseworld.com](mailto:bookings@piseworld.com)) the following policy shall apply:

* If cancellation is received more than 30 days prior to the facility usage, the Users will be reimbursed all fees with the exception of a $10 administrative fee.
* If cancellation is received less than 30 days prior to the event, the Users will be reimbursed 50% of the total rental fees. If within 24 hours entire fee will be levied.

**Phone call cancellations will not be accepted.** Once a written notice is received by a representative of PISE confirmation of the cancellation will be emailed to the Users. Your rental will not be considered cancelled without this confirmation.

PISE reserves the right to cancel a booking or terminate this agreement where:

* PISE will not exercise its right to cancel a booking in an unreasonable manner and will provide as much notice to the Users as possible. PISE will cancel only if it is unable to hold up its obligations for reasons including but not limited to emergency conditions. PISE will endeavor to provide the Users with an alternate facility. If the alternate facility is not suitable to the Users, as much notice as possible will be given and the full fees will be reimbursed.
* Where PISE cancels a booking for any reason within this agreement, the Users agrees that PISE is not responsible or liable for any loss or damage suffered by the Users.

1. **Rates:**

Not for Profit

* + Single Lane $18 per lane Max 3 lanes
  + Full track $100/hr

Commercial Rates

* Single Lane $28/hr Max 3 lanes
* Full Track $150/hr