

INVERNESS MULTICOURT FACILITY BOOKING POLICY

Policy Number	2025-11-13
Effective Date	2025-11-13

TITLE

1. (1) This Policy shall be known as the *Inverness Multicourt Facility Booking Policy*.

AUTHORITY

2. (1) This Policy is enacted pursuant to Section 24(1) of the Municipal Government Act, SNS 1998, c18, as amended from time to time.

DEFINITIONS

3. (1) In this Policy, the following words shall have the following meanings:
 - a. “Municipality” means the Municipality of the County of Inverness.
 - b. “Facility” refers to the Inverness Multicourt Facility located adjacent to the Inverness Education Centre/Academy.
 - c. “PlayFinder” means the online booking platform used to manage court reservations.
 - d. “Drop-in Time” means periods where courts are available for first-come, first-served use.
 - e. “User” means an individual or group accessing the courts for casual or organized use.
 - f. “Organized Use” means use by leagues, schools, municipal programs, tournaments or events requiring formal booking.

PURPOSE

4. (1) The purpose of this Policy is to outline the procedures and conditions for booking the Inverness Multicourt Facility, ensuring equitable, accessible, and efficient use of municipal recreation facilities.

OBJECTIVE

5. (1) This Policy aims to:
 - a. Provide consistent booking practices for the Facility.
 - b. Encourage both structured and casual community use.
 - c. Establish transparent fee and usage conditions.
 - d. Promote respect for public property and fellow users.

SCOPE

6. (1) This Policy applies to:
 - a. All public bookings of the outdoor recreation courts.

- b. All users, including individuals, community organizations, and institutions booking the Facility.

ADMINISTRATION

- 7. (1) The Manager of Recreation and Community Wellness, or designate, shall be responsible for the administration of this Policy.

GENERAL PROVISIONS

- 8. (1) Facility Overview:
 - a. 3 Pickleball Courts
 - b. 2 Basketball Courts
 - c. 3 Table Tennis Tables
 - d. 2 Beanbag Toss Games
 - e. 1 Chess Table
 - f. Accessible Pathways
 - g. Seasonal Operation: May 1 – October 31 (weather dependent)
 - h. Hours: 9:00 A.M. – 10:00 P.M. daily *subject to change
- (2) Booking Platform:
 - a. Bookings may be made at: <https://playfinder.ca>.
 - b. Real-time court availability is visible on the PlayFinder platform.
 - c. Reservations accepted up to 14 days in advance (except for organized block bookings).
- (3) Booking Guidelines:
 - a. Max 2 hours per user per day.
 - b. Drop-in hours will be scheduled regularly, no bookings will be available during these times.
 - c. Organized groups (e.g., leagues, schools) may arrange recurring bookings through the Municipality. Contact facilitybooking@invernesscounty.ca.
 - d. Before submitting a booking request for a specific day or time, please refer to the court availability calendar for available times each day.
 - e. Requests for weekend (Saturday and Sunday) bookings will be processed up until 12:00 pm (noon) each Friday, after which time any open times on Saturday and Sunday will become drop-in hours. If Friday is a holiday, bookings will be processed up until 12:00 pm on Thursday.
 - f. Submitting a booking request does not guarantee requested time. User will receive a confirmation email when booking is approved/confirmed, and online court calendar will be updated to reflect the booking.
 - g. Multiple booking requests for the same time slot(s) may be received by the Municipality; it will be the sole discretion of the Municipality to determine which request receives the requested court time.
 - h. Proof of booking must be presented upon request.
- (4) Fees:

Use Type	Fee
Casual Use (Residents)	No Charge
Organized Program/Tournament Use	\$25/hour per court (pre-approved)

In the context of the booking policy for the multicourt facility, "pre-approved bookings" refers to:

Time slots or recurring bookings that have been approved by the Municipality in advance for specific groups, organizations, or programs, based on pre-established agreements, priorities, or commitments.

These bookings may include:

- Municipal recreation programs
- School or youth league use
- Regular community group usage (e.g., Pickleball Association league nights)
- Special events coordinated with the Municipality

Such pre-approved bookings help ensure equitable access, avoid scheduling conflicts, and support organized community activities.

They will be programmed into the PlayFinder system in advance so that other users can clearly see which times are unavailable due to these commitments.

(5) Cancellations

- a. Must be made at least 24 hours in advance.
- b. The Municipality reserves the right to cancel bookings due to inclement weather or maintenance needs.

(6) General Use Conditions

- a. Courts must be used for designated sports only.
- b. No food, pets, hockey sticks, skateboards, rollerblades, or bikes permitted on pickleball court surface.
- c. No smoking or vaping within facility grounds.
- d. Amplified music and private instruction require prior approval.
- e. Use of the facility is at individuals' own risk.
- f. Users must adhere to posted rules onsite and acknowledge acceptance of this policy to be able to book the facility online.

(7) Enforcement

- a. Non-compliance may result in suspension of booking privileges.
- b. Damage or vandalism will be reported to authorities, be investigated, and may result in charges.

LEGISLATION AND SEVERABILITY

9. (1) In the event of a conflict between this Policy and any provincial or federal legislation, the legislation shall prevail to the extent of the conflict.

(2) If any part of this Policy is found to be invalid, it shall not affect the validity of the remaining provisions.

POLICY REVIEW

10. (1) This Policy shall be reviewed every three (3) years or as deemed necessary by the Chief Administrative Officer.

CERTIFICATION

I, Keith MacDonald, Clerk of the Municipality of the County of Inverness, hereby certify that the above-noted Policy was passed on November 13, 2025, at a meeting of the Municipality of the County of Inverness.

A handwritten signature in black ink, appearing to read "Ken M - T2L", is written over a light gray rectangular background.

Keith MacDonald, Clerk