



# THE CITY OF TERRACE

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PARKS, RECREATION & CULTURE DEPARTMENT  
3320 KALUM ST  
TERRACE, B.C. V8G 2N1  
250-615-3000 PH.  
[www.terrace.ca](http://www.terrace.ca)

## 2025 SPORTS FIELDS BOOKING REQUEST FORM REGULAR SEASON MAY- SEPTEMBER

Regular season booking requests are open on January 15<sup>th</sup>, 2025 and must be submitted by February 14<sup>th</sup>, 2025 to the Parks, Recreation & Culture Department at the Sportsplex or by email to [KDediluke@terrace.ca](mailto:KDediluke@terrace.ca)

DATE: \_\_\_\_\_

NAME OF CLUB/ORGANIZATION: \_\_\_\_\_

KEY CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: (CELL) \_\_\_\_\_ (HOME) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

The priority of allocation of field booking shall follow this order:

- 1) Public programs- Programs offered by the City of Terrace Parks, Recreation & Culture Department
- 2) Special events- Tournaments, regional, BC or Canadian championships, inter-community scheduled events, regional training & testing, coaching clinics.
- 3) Youth groups- Non-profit youth sport club/organization.
- 4) Adult groups- Adult sport club/organization.
- 5) Independent users- private groups or individuals.

CLUB/ORGANIZATION: \_\_\_\_\_

2025 REGULAR SEASON

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<i>Indicate start/end times per day</i>							
CHRISTY PARK 1-5							
BAILEY ST- SOUTH							
BAILEY ST- NORTH							
UPLANDS							
REGIONAL DISTRICT							
CALEDONIA							
SKEENA MIDDLE SCHOOL							
THORNHILL JUNIOR							

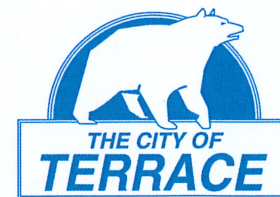
SOCCER PITCH

ELKS 1							
ELKS 2							
ELKS 3							
ELKS 4							
CASSIE HALL 1-2							
CASSIE HALL 7-8							
REGIONAL DISTRICT							
RIVERSIDE							
ROTARY							
THORNHILL JUNIOR							
THORNHILL PRIMARY							
CRICKET PITCH							

BALL FIELDS

NOTES:

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## PARKS, RECREATION & CULTURE DEPARTMENT

### **2025 Park and Field User Conditions and Information**

1. A Park and/or Field User Permit is to be completed and the City of Terrace will generate a Contract to be signed by the User. The City requires full payment, a signed contract, and copies of insurance one full week prior to the event.
2. The User shall purchase insurance protection against claims for personal injury, death, property damage, and/or a third party liability claim arising from any incident or occurrence with respect to the provision of any services by the City of Terrace to the User and the insurance policy shall name the City of Terrace, Coast Mountain School District # 82 or the Regional District of Kitimat Stikine as additional named insured on the policy where applicable. Insurance is to be a minimum of three million dollars (\$3,000,000). The City of Terrace is to be provided with a copy of the insurance no less than one full week (or five business days) in advance of permit start date.
3. No alcoholic beverages are to be consumed in parks or fields unless in a designated area and the required permits through LCRB, as well as a copy of special events insurance policy for no less than five million dollars (\$5,000,000) is provided no less than one full week (or five business days) in advance.
4. Users requiring electrical outlets must notify the City of Terrace at least one week prior to the date required. Fee of \$46.10 will apply.
5. Open fires are not permitted.
6. The provision of washroom facilities (either portable or permanent) is the responsibility of the User. Tournaments or special events being held on either Regional District Kitimat-Stikine or School District #82 fields must have a portable washroom facility available for use.
7. It will be the User's responsibility to ensure that all garbage is picked up and placed in the garbage cans provided. Any excess garbage must be removed each evening. Additional garbage collection fee of \$45.00 per day will apply to tournaments and community events.
8. Any damage done to the fields, parks and/or facilities beyond what is considered normal usage will be the responsibility of the User.

10. This permit may be cancelled when it is felt that excessive damage will occur as a result of use of areas during poor weather conditions. As much advance notice as possible will be given before cancellation.
11. The City of Terrace, School District #82 and/or Regional District reserve the right to cancel, suspend or refuse the use of the fields to user groups when in violation of any of the conditions above.
12. City of Terrace is only responsible for general maintenance on City owned parks/fields and facilities. Any questions or concerns regarding field maintenance on School District.# 82 or Regional District fields should be addressed to appropriate contact as listed below:

City of Terrace – Facilities Foreman, 250-615-9152  
 School District #82 – Facilities Service Office, 250-638-4418  
 Regional District – 250-638-1358

**2025 FIELD RATES**

		Per Hour	Per Day	Tournament	Adult Team
<b>Bailey Fields</b>	General Public	\$24.15	\$241.40		
	Non-Profit Adult	\$20.50	\$205.00	\$563.75	
	Non-Profit Youth	\$12.05	\$120.75		
	General Youth	\$16.90	\$169.10		
<b>Christy Park (per pitch)</b>	Non-Profit Adult	\$20.50	\$205.00	\$563.75	
	Non-Profit Youth	\$16.40	\$12.05	\$120.75	
<b>Elks, Riverside &amp; Rotary</b>	General Public	\$24.15	\$241.40		
	Non-Profit Youth	\$12.05	\$120.75		
	General Youth	\$16.90	\$169.10		
	Non-Profit Adult	\$20.50	\$205.00	\$563.75	\$512.50

- TYSA & TMSA Fee per registered player \$16.40 per season
- Regional District and School District fields in Thornhill administration fee of \$51.25 per team per season. These fields are not maintained.
- Tournaments on Regional District fields and School District fields- Thornhill administration fee of \$51.25 per team.

*(Latest and updated fees can be found in the City of Terrace Parks, Recreation and Culture Fees Bylaw)*

As per City of Terrace Parks & Public Places Bylaw the Facility User Permit holder agrees to comply with the following regulations.

**GENERAL REGULATIONS:**

**No person shall, in any park or public place:**

- Deface, cut down or otherwise destroy or damage any tree, shrub or other plant material;
- Deface, vandalize with graffiti, remove, injure, or destroy any railing, fence, building, monument or other property;
- Remove any gravel, top soil, rock or sand without the written permission of the City;
- Leave garbage, litter or other refuse or waste except in a receptacle provided by the City for this purpose;
- Deposit grass clippings, dirt, rubble or other waste materials;
- Deposit chemicals or pesticides;
- Foul the water of any river, creek or stream or other similar body of water;
- Defecate or urinate except in a facility designed for such use;
- Use any toilet facility or change room facility other than for the purpose for which the building is intended;
- Participate in a fight or other similar physical confrontation;
- Engage in any conduct that may cause or be likely to cause injury, harm or danger to themselves or others;
- Discharge any firearms, air gun, air rifle, air pistol, or spring gun;
- Discharge a bow as defined in the Wildlife Act;
- Consume or have in their possession any alcohol, or controlled substance unless the said alcohol or controlled substance is consumed or possessed pursuant to and in compliance with a license issued under the Liquor Control and Licensing Act or Controlled Drugs and Substances Act;
- Possess paraphernalia for the purpose of storing, transporting or using a controlled substance;
- Erect, or occupy any camper, tent or other form of temporary shelter other than in areas designated for camping, and only after the required camping fee is paid;
- Be in any City park or public place when they are closed to the public (between the hours of 11:00 p.m. and 6:00 a.m.);
- Operate a motorized vehicle except in areas designated for such use and in accordance with the Motor Vehicle Act; or
- Disturb the peace or enjoyment of other persons using any park or public place or interfere with the exclusive use of any park or public place granted by the Director to another person or group.

**ANIMAL CONTROL REGULATIONS:**

- No person shall, in any park or public place:
  - Wilfully, negligently, or carelessly permit any animal belonging to them, or in their custody, possession or control, to break down, destroy or otherwise damage any tree, shrub or other plant material;
  - Leave any animal waste deposited by any animal belonging to them or in their custody, possession or control;
  - Allow any dog or animal to run at large with the exception of areas designated as an off-leash area by the City of Terrace; or
  - Ride, lead, drive or graze a horse, livestock or other animal except in areas where permitted.