

AGENDA SYNOPSIS
Treadwell Arena Advisory Board
Friday, September 30, 2016
City Hall Room 224 - 5:00-8:30pm

Director's Report

- A. **Master Planning Update:** Please see attached document outlining the Parks & Recreation Master Planning process. [Page 3-4]
Presenting - Alexandra Pierce, Parks & Recreation Project Manager
- Importance of individual user group 5 year plan & goals
 - Relationship with user groups and the rink
- Presenting - Kirk Duncan, Director of Parks & Recreation*
- B. **Financial Report:** Review the Dashboard report [Page 5-7]
Presenting - Kirk Duncan, Director of Parks & Recreation

General Discussion

- A. **Communications:**
- TAAB email - The CBJ MIS department has indicated that we can set up an email.
1. The only current option is with TAAB members personal email addresses.
 2. A Parks and Rec representative (such as Lauren) will be required to manage the accounts going forward. This person will be included in all emails.
- *We must have a unanimous vote from all TAAB members for this to be set up.*
- B. **Ice time scheduling & potential contracting with core users:** We will continue our discussion from our July 19 meeting.
- The goals will be to:**
1. Identify a scheduling plan for the 2016-17 Season
 2. Identify what a "core user" is. Renter of 3 or more hours of ice per week?
 3. Review draft document to present to the core user indicating the expectations for the current season and the possibility of implementing a contract for the 2017-18 season if the requests are not met. This will be required for all core users. *[Current & draft document Page 8-9]*
- C. **Ice cancellation policy:** Review the current wording in the policy and adjust for the current or future seasons.
[draft contract document Page 9]
- D. **Marketing Goals:** Review the current Manager's marketing strategies. Review the upcoming marketing opportunities currently being implemented using our new Point of Sale System; eTrak *[document Page 11]*
- E. **Frequency of TAAB Meetings:** TAAB 2016-17 proposed quarterly meeting schedule

Meeting Minutes

Treadwell Arena Advisory Board (TAAB)

City & Borough of Juneau

Tuesday, July 19, 2016 Downtown Library – 5:30pm-6:30pm

Call to Order: 5:39pm

II. Roll Call: members present – Liz Balstad, Molly McCormick, Miles Brooks, Patty Collins & Bret Connell

Members Absent: Taylor Horne & Jason Soza

Staff Present –Lauren Anderson & Kirk Duncan

III. Approval of Agenda: moved to approve

IV. Approval of Minutes: June 29, 2016: Minutes approved

V. Public Participation: None

VII. General Discussion:

1. 2016-17 Board goals:

- Continue to work toward report goals
- Complete annual Report to assembly including 5 required report goals
- Support & advise rink manager
- Public & user feedback including core users - Report what the public says (positive & negative) back to Kirk, Lauren & TAAB members
- TAAB email – Kirk & Lauren will discuss with MIS dept.

2. Facilitated extended meeting & future meeting schedule:

- Potential for a deeper, longer discussion on 3-5 topics this Fall
 - Option to meet quarterly instead of every month or every other month
1. Scheduling & communication with user groups
 2. Report Goals
 3. Has revenue increased – increasing cost recovery compared to putting money back into the facility
 4. Diversify user groups
 5. Compare other rinks of similar size
 6. POS invoice options

3. Upcoming Rink schedule:

- Ice rental agreement form
 - Cancellation fee changed from \$10.00 to \$50.00 per hour returned
 - 7 day advance cancellation notification
 - Explore the idea of a contract for core user groups with private negotiations if changes occur

4. Marketing:

- Survey – will be discussed at August meeting
- email blast with crossover with eaglecrest
- email core users eTrak link to sign up online
- In-Ice logo from Centennial Hall
- Juneau Radio Center & potential for Zam advertising & sponsorship of the 3rd grade season pass program
- Dasherboards – all prime board are currently rented & we 7 non-prime boards available
- Dasherboard logos potentially add to website – possibly charge \$50 extra for website advertising with link to their site
- Reaching out to UAS & other private organizations to rent ice

5. **Financial Report** – Revenue- FY15\$378 & increased to \$398 in FY16- 61% cost recovery for FY16

6. Master Plan – 2 year plan answering the question; What will the P & R department look like in 10 years?

7. Summer rink project updates – roof not fixed yet. Finishing up other projects. Will begin installing ice Sunday, July 31.

VII. Board Comments

IX. **Next meeting date:** Tuesday, August 16 extended meeting 5:00-8:00pm location-TBD

X. Adjournment 6:51pm

City and Borough of Juneau Parks and Recreation Master Plan:

What are we doing?

The objective of this project is to develop a Parks and Recreation Master Plan that serves the needs of the community of Juneau and addresses gaps in the current system over the next 10 to 20 years. The Plan will answer the question, “what does the department look like in 20 years?” and will provide a roadmap to achieve that long-term vision with recommendations and actions to be conducted over the next 10 years. The Plan will be easily updatable and will also identify opportunities for partnerships with community organizations and will seek to gather and reflect the needs of the broader public, not just current Parks and Recreation facility users. The most recent Parks and Recreation Comprehensive Plan was adopted in 1997, with the recommendations chapter updated in 2007. Since the completion of the 1997 plan, several new facilities have been developed or acquired by the community and shifts in community needs and priorities have not been assessed in relation to Parks and Recreation.

What is Happening and When?

Phase 1: Project Planning (March – September 2016)

We have been working since March on developing the project scope and are currently planning our public engagement, which is scheduled to begin in September.

Phase 2: Public Consultation (September – December 2016)

Beginning with the launch of the public survey on September 6, we will be reaching out to the public for feedback on our current programs and facilities, suggestions for improvement, and to help us come up with a vision for the Department in 10 to 20 years. The public consultation will include the following:

Survey – to be conducted by McDowell Group

- Statistically valid phone survey - random sample survey to be conducted by calling Juneau landlines and cell phones September 6 – 20
- Online survey – self-selected online survey to be conducted September 22 – October 31
- Survey Report – results compiled by McDowell and report delivered to CBJ mid-November

Public Meetings

- Series of public meetings to be conducted throughout Juneau in October
- Participants will be asked to view and comment on posters and maps
- All public meeting information and opportunities for feedback will be online
- Public Meetings are as follows:
 - October 5, 6-8 pm, UAS Glacier View Room, Egan 221
 - October 10, 6-8 pm, Mendenhall Valley Public Library
 - October 19, 6-8 pm, Centennial Hall Egan Room
 - October 20, 6-8 pm, Dzantik’I Heeni Middle School

Stakeholder Meetings

- Parks and Rec staff will meet with as many community stakeholders as possible in September to gather more specific feedback on programs and services
- Stakeholders that we are unable to meet with will receive an email with instructions for how to participate in the project through public meetings and online

PlaceSpeak

- CBJ has purchased the PlaceSpeak online engagement platform for this project
- PlaceSpeak will launch with the public survey and will provide residents with the opportunity to learn about the project and provide feedback online.
 - PlaceSpeak will be accessible through the Parks and Rec website at <http://www.juneau.org/parkrec/>

Outcomes

- The outcome of Phase 1 will be document titled “What we Heard” that includes all public consultation outcomes, available online on PlaceSpeak in December.

Phase 3: Preliminary Recommendations (Winter / Spring 2017)

The programs and facilities audit will benchmark Juneau’s Parks and Recreation services against national guidelines and similar communities and will identify priority projects and inventory data information about Juneau’s parks and recreation facilities.

Needs Assessment

- Gather information from community engagement for topical needs
- Review NRPA guidelines for facility needs

- Inventory of other remote communities as part of benchmarking

Parks Inventory

- To be completed by and external consultant as part of a Parks Foundation-led process
- Mechanism for disposal of parkland

Trails Inventory

- GIS exercise to identify gaps in pedestrian and trail network
- Recommended trail maintenance and construction projects based on public feedback

Recreation Programs and Facilities Inventory

- Ensure alignment with Parks inventory
- Lay groundwork for fees and charges and cost recovery policies

Final Product

- Outcomes of inventory
- List of recommended projects with budget estimates

Public Consultation

- The preliminary recommendations will be vetted with the public through the following channels:
 - Public meetings
 - PlaceSpeak

Phase 4: Draft Plan (Summer / Fall 2017)

The draft plan will be a first draft document submitted to the public for review. The project team will reach out to stakeholders and the public through a series of public meetings and online to ensure that the draft plan and recommendations are in line with the interests and needs of the community.

Draft Plan

- Outline of how document will be organized to be accepted by working group and presented to the public for comment through the following channels:
 - Public meetings
 - PlaceSpeak

Draft Maps

- Visual component of Plan to be accepted by working group and presented to public for comment through the following:
 - Public meetings
 - PlaceSpeak

Draft Recommendations

- Recommendations with timeline and budget estimates to be accepted by the working group and presented for public comment through the following channels:
 - Public meetings
 - PlaceSpeak

Phase 5: Final Plan (Completed Spring 2018)

Final Plan

- The final document will be presented in a complete, visually appealing format and will provide community-verified direction for how Juneau Parks and Recreation looks over the next one to two decades
- The Plan will be submitted for acceptance by the PRAC, Planning Commission, and Assembly

Questions?

Refer any questions to:

- Lauren Verrelli, Administrative Assistant II, 586-0423, lauren.verrelli@juneau.org
- Alexandra Pierce, Project Manager, 500-8677, alexandra.pierce@juneau.org

Once PlaceSpeak is available to the public, we recommend that people go online to learn about the project and provide their feedback.

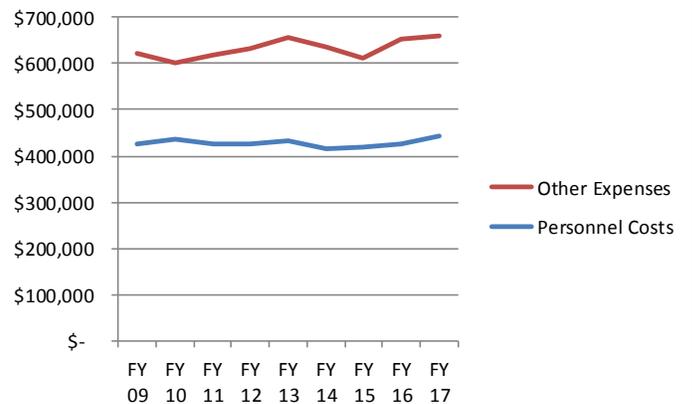
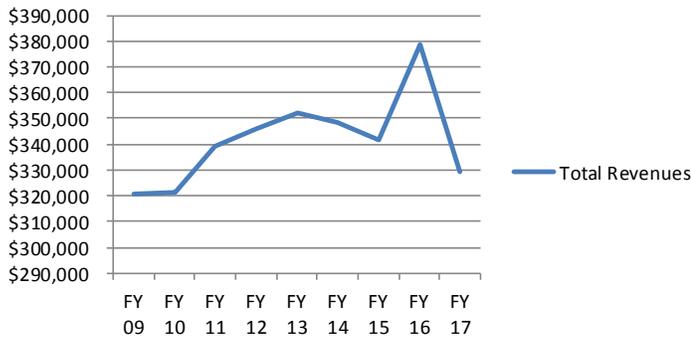
Parks and Recreation - Treadwell Arena Revenues									
	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY 17
DESCRIPTION	Actuals	Budget							
Lessons	\$ 330	\$ 168	\$ 1,649	\$ -	\$ -	\$ -	\$ -	\$ 3,617	\$ 1,000
In-line Skating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ -	\$ -	
Learn to Play	\$ 2,905	\$ 617	\$ 1,963	\$ 6,201	\$ -	\$ 1,528	\$ 4,734	\$ -	
Skate Sharpening	\$ 14,962	\$ 15,024	\$ 13,740	\$ 13,449	\$ 13,144	\$ 13,235	\$ 15,373	\$ 14,112	\$ 14,000
Treadwell Day	\$ 5,005	\$ 7,523	\$ 6,920	\$ 6,993	\$ 8,670	\$ 8,437	\$ 584	\$ -	
Gift Cards Sold							\$ -		
Drop In Gym	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Dail Pass Revenue	\$ 29,593	\$ 32,333	\$ 34,567	\$ 33,263	\$ 32,073	\$ 32,733	\$ 41,456	\$ 40,257	\$ 42,000
Monthly Pass Reve	\$ 12,491	\$ 15,082	\$ 14,563	\$ 31,148	\$ 18,278	\$ 14,433	\$ 18,615	\$ 19,813	\$ 25,200
	\$ 65,306	\$ 70,747	\$ 73,402	\$ 91,054	\$ 72,165	\$ 70,376	\$ 80,762	\$ 77,800	\$ 82,200
Vending/Concessio	\$ 6,358	\$ 6,447	\$ 5,690	\$ 4,939	\$ 6,743	\$ 4,031	\$ 4,999	\$ 6,847	\$ 5,200
	\$ 6,358	\$ 6,447	\$ 5,690	\$ 4,939	\$ 6,743	\$ 4,031	\$ 4,999	\$ 6,847	\$ 5,200
Miscellaneous Sale	\$ 6,464	\$ 2,985	\$ 1,200	\$ 1,700	\$ -	\$ 8,346	\$ 11,780	\$ 11,762	\$ 8,000
	\$ 6,464	\$ 2,985	\$ 1,200	\$ 1,700	\$ -	\$ 8,346	\$ 11,780	\$ 11,762	\$ 8,000
Facility Rental	\$ 228,480	\$ 226,323	\$ 243,073	\$ 233,322	\$ 254,724	\$ 246,410	\$ 261,989	\$ 281,335	\$ 260,000
Skate Rental	\$ 7,285	\$ 7,815	\$ 6,360	\$ 5,734	\$ 5,783	\$ 6,582	\$ 7,359	\$ 7,096	\$ 6,700
Locker Rental	\$ 7,100	\$ 6,897	\$ 9,588	9,285	12,587	12,423	12,043	13,183	\$ 14,000
	\$ 242,865	\$ 241,035	\$ 259,021	\$ 248,341	\$ 273,094	\$ 265,415	\$ 281,391	\$ 301,614	\$ 280,700
Over/Short	\$ (96)	\$ (74)	\$ 7	4	9	19		-	-
	\$ (96)	\$ (74)	\$ 7	\$ 4	\$ 9	\$ 19	\$ -	\$ -	\$ -
	\$ 320,897	\$ 321,140	\$ 339,320	\$ 346,038	\$ 352,011	\$ 348,187	\$ 378,932	\$ 398,023	\$ 376,100
JDHS Hockey	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 23,500	\$ 16,500	\$ 16,505
	\$ 337,397	\$ 337,640	\$ 355,820	\$ 362,538	\$ 368,511	\$ 364,687	\$ 402,432	\$ 414,523	\$ 392,600

Parks and Recreation - Treadwell Arena Expenses									
	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
DESCRIPTION	Actuals	Budget							
Vacancy Factor	\$ -	\$ -	\$ -		\$ -			\$ -	\$ (4,300)
Salaries	\$ 235,832	\$ 261,130	\$ 240,565	\$ 258,617	\$ 259,475	\$ 246,287	\$ 245,862	\$ 257,593	\$ 288,200
Overtime	\$ 12,495	\$ -	\$ 3,231	\$ 3,667	\$ 574	\$ 6,116	\$ 3,543	\$ 4,990	\$ 3,400
Accrued Leave	\$ 12,529	\$ 14,001	\$ 15,627	\$ 12,341	\$ 28,404	\$ 22,362	\$ 22,120	\$ 26,924	\$ -
Benefits	\$ 159,176	\$ 158,090	\$ 162,409	\$ 146,797	\$ 141,816	\$ 139,240	\$ 139,332	\$ 129,513	\$ 143,900
Workers' Comp	\$ 4,600	\$ 4,200	\$ 3,900	\$ 3,900	\$ 3,000	\$ 3,000	\$ 6,600	\$ 6,699	\$ 10,600
Subtotals	\$ 424,632	\$ 437,421	\$ 425,732	\$ 425,322	\$ 433,269	\$ 417,005	\$ 417,457	\$ 425,719	\$ 441,800
Mileage	\$ 173	\$ 277	\$ 112	\$ 240	\$ 103	\$ 369	\$ 530	\$ 478	\$ 500
Travel & Training	\$ 276	\$ 275	\$ -	\$ -	\$ -	\$ 3,375	\$ 135	\$ 296	\$ 5,000
Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ -	
Telephone	\$ 3,770	\$ 3,803	\$ 3,841	\$ 4,142	\$ 4,367	\$ 4,740	\$ 4,224	\$ 4,510	\$ 4,300
Printing	\$ 303	\$ 337	\$ 1,110	\$ 586	\$ 100	\$ 221	\$ 552	\$ 90	\$ 500
Advertising	\$ -	\$ -	\$ -	\$ 297	\$ 593	\$ 142	\$ 333	\$ 8,730	\$ 6,000
Electricity	\$ 73,629	\$ 51,151	\$ 60,508	\$ 64,368	\$ 61,208	\$ 59,312	\$ 55,952	\$ 57,950	\$ 60,000
Heating Oil/Propane	\$ 59,535	\$ 59,585	\$ 81,386	\$ 92,614	\$ 101,217	\$ 92,676	\$ 66,401	\$ 49,125	\$ 65,000
Refuse Disposal	\$ 2,893	\$ 1,925	\$ 2,092	\$ 2,112	\$ 2,778	\$ 2,380	\$ 2,635	\$ 2,905	\$ 2,800
Water	\$ 1,207	\$ 1,207	\$ 1,214	\$ 1,386	\$ 1,431	\$ 1,439	\$ 1,460	\$ 1,379	\$ 1,500
Wastewater	\$ 1,924	\$ 2,312	\$ 2,751	\$ 4,878	\$ 5,035	\$ 5,060	\$ 5,163	\$ 4,982	\$ 5,500
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fleet Replacement Reserve	\$ 17,000	\$ 17,000	\$ 9,996	\$ 9,996	\$ 9,996	\$ 9,996	\$ 10,000	\$ 19,600	\$ 19,600
Special Policies & Property	\$ -	\$ -	\$ -	\$ -	\$ 3,396	\$ 3,396	\$ 4,400	\$ 4,400	\$ 4,600
General Liability	\$ 2,200	\$ 1,600	\$ 3,204	\$ 3,204	\$ 1,296	\$ 1,296	\$ 3,600	\$ 3,600	\$ 3,600
Dues & Subscriptions	\$ 150	\$ 192	\$ 172	\$ 40	\$ -	\$ 481	\$ 231	\$ -	\$ 500
Fleet Gasoline	\$ 11	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Contractual Services	\$ 1,306	\$ -	\$ 587	\$ 3,368	\$ 859	\$ 937	\$ 759	\$ 28,784	\$ 800
Bank Card Fees	\$ 2,336	\$ 2,293	\$ 3,079	\$ 4,470	\$ 4,606	\$ 5,385	\$ 8,009	\$ 9,739	\$ 6,000
Office Supplies	\$ 1,941	\$ 605	\$ 1,983	\$ 285	\$ 2,145	\$ 390	\$ 1,804	\$ 1,758	\$ 1,500
Postage	\$ -	\$ 105	\$ 29	\$ -	\$ -	\$ 56	\$ 45	\$ 881	\$ 100
Inventory	\$ 2,758	\$ 1,771	\$ 2,114	\$ 2,239	\$ 3,811	\$ 961	\$ 1,590	\$ 1,985	\$ 3,000
Materials & Commodities	\$ 23,727	\$ 16,457	\$ 18,800	\$ 12,797	\$ 19,089	\$ 21,867	\$ 26,230	\$ 23,843	\$ 25,000
Safety Equip & Supplies	\$ 258	\$ 904	\$ 20	\$ 263	\$ 345	\$ 1,470	\$ 606	\$ 382	\$ 700
Gasoline	\$ -	\$ -	\$ -	\$ 71	\$ 36	\$ 16	\$ 14	\$ -	
Minor Equipment	\$ 556	\$ 2,050	\$ 253	\$ 775	\$ -	\$ 1,290	\$ 248	\$ 100	\$ 300
Subtotals	\$ 195,953	\$ 163,904	\$ 193,251	\$ 208,131	\$ 222,411	\$ 217,270	\$ 194,921	\$ 225,516	\$ 216,900
Grand Totals	\$ 620,585	\$ 601,325	\$ 618,983	\$ 633,453	\$ 655,680	\$ 634,275	\$ 612,378	\$ 651,235	\$ 658,700

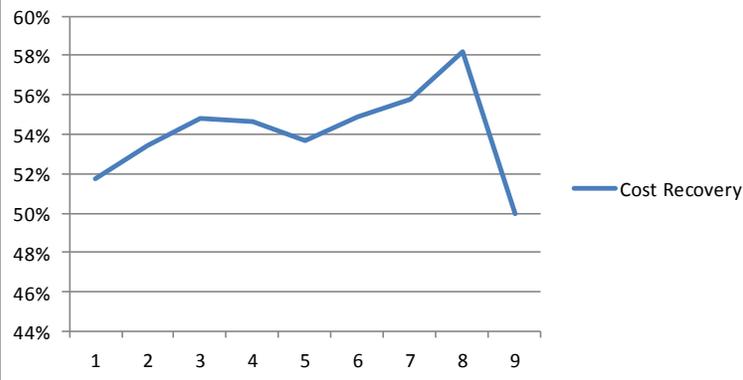
**Treadwell Ice Arena
Revenue/Expenses/Cost Recovery Recap**

	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17
Total Revenues	\$ 320,897	\$ 321,140	\$ 339,320	\$ 346,038	\$ 352,011	\$ 348,187	\$ 341,500	\$ 378,932	\$ 329,129
Personnel Costs	\$ 424,632	\$ 437,421	\$ 425,732	\$ 425,322	\$ 433,269	\$ 417,005	\$ 417,457	\$ 425,719	\$ 441,800
Other Expenses	\$ 195,953	\$ 163,904	\$ 193,251	\$ 208,131	\$ 222,411	\$ 217,270	\$ 194,921	\$ 225,516	\$ 216,900
Total Costs	\$ 620,585	\$ 601,325	\$ 618,983	\$ 633,453	\$ 655,680	\$ 634,275	\$ 612,378	\$ 651,235	\$ 658,700
Cost Recovery	52%	53%	55%	55%	54%	55%	56%	58%	50%

Total Revenues



Cost Recovery





Treadwell Arena Single User Agreement Form

RESERVATION DATE: _____ TIME REQUESTED: _____

RESERVATION DATE: _____ TIME REQUESTED: _____

The rental group and their representative will be responsible to, and abide by the following rules and policies when using the Treadwell Ice Arena facility.

Rental Fees *revised 7/11/16

Skate rental included in fees

Prime Time: Monday-Friday 5pm-10pm, Sat & Sun 6am-10pm \$240.00 w/o tax **\$252.00** w/tax

Non-Prime: Monday-Friday 6am-5pm & 10pm-Midnight (includes Sat & Sun) \$155.00 w/o tax **\$162.75** w/tax

*ALL AUGUST HOURS

School Group: Tues. Wed. or Thur. - hours vary **\$105.00** tax exempt (fee includes skates)

Reservation Policies *revised 7/11/16

- Reservation of the Arena must be submitted to the Arena Staff at least three days prior to request date and time. Payment & rental agreement form are due immediately upon reservation.
- Credit or refunds will only be given for facility rentals if notification is received at least **seven days** prior to the facility rental. A 3-day rescheduling notice is required. **There is a \$50.00 service charge for each refunded hour.**

Rental Facility Policies *revised 9/14/13

- All users must abide by all rink rules and policies. Rules and policies are posted at the Treadwell Arena.
- Persons who appear to be under the influence of alcohol or other substances are not permitted in the arena. In accordance with CBJ ordinance 20.25.080 (d) alcoholic beverages are strictly prohibited.
- Verbal abuse or physical violence will not be tolerated. Persons engaging in abusive activity will be removed from the facility immediately and possibly banned from the Arena.
- All users must leave the facility in a condition considered satisfactory to the Arena Staff. Any group or user damaging or destroying City property will be held responsible for the cost of repair or replacement. Extra cleaning costs will be billed to the renter.
- Application of materials to the wall, floors, dasher boards or rink glass will not be allowed without permission from the Arena Manager.
- All rentals must start and end as scheduled. A group that arrives late will not have time added to compensate.
- iPods may be brought to the facility to be played on our sound system. Music must be approved by the Arena Staff (lyrics must not contain profanity or contain illegal message – drugs, gangs, etc.).
- Misuse of the facility or failure to conform to these regulations will be sufficient reason for denying future facility rentals.
- VENDING: Permits must be obtained before vending at the Treadwell Arena. Please contact Arena Manager for further details.
- HOCKEY RENTALS: Private rentals that wish to play hockey or practice with a stick and a puck on the ice must wear the following gear. All players 18 and older must wear a HECC approved helmet, hockey gloves, shin pads, elbow pads, and hockey skates. Players 17 & under must wear full hockey gear: a HECC approved helmet with a full cage, hockey gloves, shin pads, elbow pads, mouth guard, breezers, shoulder pads, and hockey skates.
- **This rental is for ice time only - it does not close the remainder of the facility to the public**

WAIVER AND RELEASE: I agree to hold the City and Borough of Juneau harmless from and all claims for injury or damage to persons or property suffered in connection with the renter's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau. I certify the information contained in this rental agreement is true to the best of my knowledge. As a group representative, I hereby agree to take responsibility to inform and assure that all group members follow the rules and policies of the facility. As a group representative, I agree to take responsibility for damage to the facility resulting from our rental.

***Signature (Must be 18 years of age or older)

Date

Group Representative (your name)	Activity Planned <input type="checkbox"/> Hockey <input type="checkbox"/> Skating <input type="checkbox"/> Other	Number Attending
Home Phone	Work Phone	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PO # _____	Mailing Address	
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Amount \$ _____	E-mail Address	
Name on Card	Permit #:	Staff Initials:
Card Holder's Signature	Exp. Date	3-digit V-CODE
Card Number		

Phone: 907.586.0410 Fax: 907.586.4540 Website: www.treadwellarena.org



Treadwell Arena User Agreement Form

Draft

ORGANIZATIONS: JUNEAU DOUGLAS ICE ASSOCIATION (JDIA), JUNEAU SKATING CLUB (JSC) & JUNEAU ADULT HOCKEY ASSOCIATION (JAHA), BLUE LINE CLUB (JDHS)

RESERVATION DATE: August 2017-April 2018 **TIME REQUESTED:** 6:00am-Midnight

The rental group and their representative will be responsible to, and abide by the following rules and policies when using the Treadwell Ice Arena facility.

Rental Fees *revised 7/1/15

Prime Time: Monday-Friday 5pm-10pm & Sat & Sun 6am-10pm **\$240.00** tax exempt

Non-Prime: Monday-Friday 6am-5pm & 10pm-Midnight (includes Sat & Sun) **\$155.00** tax exempt

August: All hours **\$155.00** tax exempt

Reservation Policies *revised 7/11/16

- **Reservations:** Reservation of the Arena for August –December -must be submitted to the Arena Manager in writing by June 15 & for January-April by November 15. ~~Staff at least three days prior to request date and time. Payment & rental agreement form are due immediately upon reservation.~~
- **Rental Agreement:** A signed Agreement form is due by August 1.
- **Invoices:** Ice time invoices will be emailed to the organizations President and Treasurer between the 1st-10th of each month.
- **Payments:** Monthly payments are due on the 25th of the month prior to your requested ice time (ex: September ice time is due August 25).
- **Cancellation:** A 45 day cancellation notice is required on any reserved ice time and must be requested in writing to the Arena Manager. After receiving your invoice, you will have 5 days to review and request changes. If at that time, you need to make any ice time adjustments, you may do so in writing to the Arena Manager. The revised invoice will be the final invoice for that month and any cancelled ice time will fall under the Credit policy (see below).
- **Credit (no refunds) or refunds:** If ice time is already purchased, credit will only be given for facility rentals if notification is received at least seven-20 days prior to the facility rental and the ice time gets rented by another group or individual. ~~A 3-day rescheduling notice is required.~~ If it does not get rented there will be a \$50.00 service charge for each cancelled hour. ~~There is a \$50.00 service charge for each refunded hour.~~

Rental Facility Policies *revised 9/14/13

- All users must abide by all rink rules and policies. Rules and policies are posted at the Treadwell Arena.
- Persons who appear to be under the influence of alcohol or other substances are not permitted in the arena. In accordance with CBJ ordinance 20.25.080 (d) alcoholic beverages are strictly prohibited.
- Verbal abuse or physical violence will not be tolerated. Persons engaging in abusive activity will be removed from the facility immediately and possibly banned from the Arena.
- All users must leave the facility in a condition considered satisfactory to the Arena Staff. Any group or user damaging or destroying City property will be held responsible for the cost of repair or replacement. Extra cleaning costs will be billed to the renter.
- Application of materials to the ice, wall, floors, dasher boards or rink glass will not be allowed without permission from the Arena Manager.
- All rentals must start and end as scheduled. A group that arrives late will not have time added to compensate.
- iPods may be brought to the facility to be played on our sound system. Music must be approved by the Arena Staff (lyrics must not contain profanity or contain illegal message – drugs, gangs, etc.).
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- **This rental is for ice time only - it does not close the remainder of the facility to the public**
- **Coaching Insurance:** All private coaches teaching on public skating sessions must provide the Arena Manager a copy of their current proof of individual coaching insurance by August 1.
- **Organization Insurance:** All organizations must provide proof of insurance and list Treadwell Arena and CBJ as additionally insured by August 1.

- **Locker Rooms:** Each group will receive one locker room per team. If a team or group exceeds 30 participants a 5 day advanced locker room request is required, Please understand this is a request and we cannot always accommodate.
- **Gear Storage:** Gear must be stored properly within the gear lockers provided. Gear doors must be closed and secure after each use.
- **Dryland & Off-ice Practice:** Dryland & Off-ice practice must be requested in writing & approved by Arena Manager before it begins. A written training plan with the organizations requests is required & must include the following:
 1. The proposed areas the organization would like to use for dryland
 2. A list of each groups dryland coaches with phone numbers and emails
 3. Expected time each coach will arrive
 4. Expected time participants should arrive

Expectations:

1. No running, walking, climbing on bleachers (behind bleachers is ok)
2. No use of sticks, balls, pucks of any kind allowed in the lobby or locker rooms
3. Lobby benches may not be moved or used as a training aid
4. No interrupting patrons watching on-ice skaters
5. Voices must not at a respectful volume to the patrons and on-ice participants
6. Gear bags must be stored near locker room 4 until locker rooms become available

WAIVER AND RELEASE: I agree to hold the City and Borough of Juneau harmless from and all claims for injury or damage to persons or property suffered in connection with the renter's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau. I certify the information contained in this rental agreement is true to the best of my knowledge.

As a group representative, I hereby agree to take responsibility to inform and assure that all group members follow the rules and policies of the facility. As a group representative, I agree to take responsibility for damage to the facility resulting from our rental.

*****Signature (organization President required)**

Date

Group Representative (your name)	Activity Planned <input type="checkbox"/> Hockey <input type="checkbox"/> Skating <input type="checkbox"/> Other	Number Attending
Home Phone	Work Phone	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> PO # _____	Mailing Address	
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Amount \$ _____	E-mail Address	
Name on Card	E-mail Address	
Card Holder's Signature	Permit #:	Staff Initials:
Card Number	Exp. Date	3-digit V-CODE

Phone: 907.586.0410 Fax: 907.586.4540 Website: www.treadwellarena.org

Marketing:

The CBJ Parks and Recreation Department is currently developing a Department wide Marketing Plan. Treadwell Arena is one component within our Department. While we are developing this plan, Treadwell Arena has a variety of programs, sponsorships & events that have had years of success, as well as newly implemented programs. The list below will be incorporated and expanded as the Parks & Rec Marketing Plan develops.

Rink specific:

- o Continue monthly weekend Disco Skates-They are still requested!
- o New Cheap Skates \$5.00 Admission (all ages) includes skate Rental – currently not on schedule
- o After-School Skate (Tues 4:15-5:15) FREE offered to ZGYC, ORCA – would like to add rally
- o Afternoon Family Skate (skate aids available) – Thursday’s 4:15-5:15pm
- o Parent & Tot lessons (ages 5 & under) – every other Sunday 10:30-11:30am. 1st visit Free \$15.00
- o SKATE YOUR WAY AROUND ALASKA – mileage card, goals, tracker, hang sign up with participants names and progress over the year-winners over the season. Hand/sign out counters for skaters to keep track of laps. Would like to advertise with a counter app!!
- o Dasherboard Sales – Currently have a waitlist for prime board space
- o Manager is a regular guest on KTOO’s A Juneau Afternoon
- o 3rd grade season pass program – Designed for all 3rd graders in the Juneau School District to apply for a free season pass to all rink sponsored skates (open skating, drop-in hockey, family skates, wake N’ skates, youth skates, themed skates, etc)
- o 3rd grade Program Sponsor & Zamboni Advertising:
A local Business would purchase the Zamboni advertising for \$3500.00 (for both sides). The printing of the wrap is an additional cost. The \$3500.00 would also include sponsorship of our new 3rd grade skating program. which will help support all 3rd graders in the Juneau School District a free season skating pass for the 2016-17 school year!

Businesses contacted:		
- GCI (turbozone)	- Jones Chiropractic Center	- Family Practice – still discussing!
- Latitude 58	- ACS	
- AT&T	- IUOE302 Union	

- o **Successful rink partnership-Open Skates, Special Events & Programs**
 - Back to School skate – August – sponsored by The Douglas 4th of July Committee
 - Free Discover Skating with JSC & JDIA
 - NOW & AWARE – October Domestic awareness month – Paint the ice purple donations to AWARE shelter instead of skate rental fee – Free this year thanks to our sponsors Steven Pfister & Hans Chester
 - Halloween Skate (14th Annual-2016) – Regular Admission applies
 - Girl Scouts – January/February – CEO Sue Perles (speed skater) – Free skate rental with donations to Glory hole
 - Spring Youth Hockey Clinic with JDIA – March
 - Final Open Skate of the Season – sponsored by The Douglas 4th of July Committee & The Alaska Auto Shop

Other Rink Ideas:

- o **Fitness skate – 11:00-12:00 Thursday’s or during our Noon skates during the week. Try to get CBJ employees through Health Yourself and/or public over for a recreational fitness class taught by rink staff.*

Parks & Rec wide:

- Radio Spots on KTOO & Juneau Radio Center
- Regular guest on Capital Chat
- Day of Play

Etrak:

- Email blasts
- Online options - currently being implemented
- Fingerprint reader