

# EVENT REMINDERS



Request that coaches or an event volunteer monitor the change rooms throughout the duration of their event. This is to ensure participants are following change room etiquette, including no cell phones, family friendly language, keeping the benches clear when not in use etc.

Event user groups are not permitted to use the MNP Community & Sport Centre hot tub, cold tub or steam room before, during or after the event. Should event groups wish to investigate opportunities for their participants to have access to cold/hot tubs during their event, please connect with the Competition & Event Coordinator at minimum six (6) weeks prior to their event start date.

Event Organizers are to be compliant with the RSC Diving into water policy during the usage of our facility.

While on the pool deck all event participants/volunteers must ensure they are wearing appropriate footwear. Indoor shoes or the usage of RSC provided shoe covers must be worn at all times on the pool deck.

Before using the pool, Event Organizers are to ensure all participants are showering with soap and displaying proper hygiene.

Lockers are for members and customers only. All event participants must keep their belongings with them on the activity level. Items left unattended in the locker rooms may be removed and taken to Customer Service for pick up. This is to ensure access to available lockers for our members, other clubs and public, as well as to encourage safe practices so that unattended items are not subject to theft or damage. MNP Community & Sport Centre is not responsible for lost or stolen items.

Health and safety mandates that shoes and shirts must be worn at all times on the main concourse level and in all dryland activity areas.

Only non-marking running shoes are allowed on the gym floors.

Indoor footwear or bare feet only on the pool deck. No outside footwear is permitted on the pool deck without cover booties. Cover booties are available at the entrances onto the pool deck.

Participants only have access to the space booked as outlined in your booking contract.

Athletes/participants are not permitted to change their clothing in the activity areas (pool deck, gymnasiums, etc.); MNP Community & Sport Centre requires all changing of clothing to take place in the change rooms provided.

Please refrain from leaving personal items on equipment (for example cable lines, diving boards, water polo nets, etc.) or in any space not designated for the events use. This assists us in creating a positive and safe event and training environment for all guests of the facility.

Please do not bring any glassware into the activity areas, including onto the pool deck. All beverages should be in a sealed, plastic, spill proof container.

Event groups/volunteers working in the Timing Tower are not permitted to answer the telephone located there. This is an office phone line for the Sport Services Administrator and incoming calls will be MNP Community & Sport Centre customers.

Should you require internet access, please bring & use a personal device. Wi-Fi internet is available by accessing 'Member Internet'. The password is: freetrial. This password may be shared with event participants and spectators. Please note that due to high volumes of users, this internet connection can be very slow. We do also have Shaw Open Wi-Fi available for any Shaw subscribers.

## **Event Set-up**

The Event Host is required to sign off on all set up prior to the start of the event (as arranged with the Competition and Event Coordinator). Once the set up has been approved, all changes to the set up will be the responsibility of the Event Hosts. Failure to sign off on the event set up will result in the Event Host forgoing all rights to having the set up altered by MNP Community & Sport Centre Staff.

The Competition and Event Coordinator will be in contact with you prior to your event start date to review your set-up requirements, provide your event access barcodes, confirm your event contract space/time/estimated event costs and review the MNP Community & Sport Centre event regulations.

To ensure our best service, MNP Community & Sport Centre requires all event details (including but not limited to: confirmed attendance numbers, set-up requests, etc.) to be submitted in writing to the Competition and Event Coordinator no less than 14 days prior to the event date.

It is important to please note that set-up and other event needs cannot be accommodated if not requested. Please do not assume we know your event needs because you have hosted with us in the past. Please ensure all needs are communicated to the Competition and Event Coordinator so we can do our best to accommodate.

Any set-up requests provided with less than 14 business days' notice are not guaranteed and (depending on the request), may be subject to an additional fee.

Storage of event items, and all scheduled deliveries (photocopiers, food and beverage set up, event materials etc.) must be prearranged through the Competition and Event Coordinator. Please note that MNP Community & Sport Centre will not be held responsible or liable for items lost or stolen. Event materials are required to be labeled with the event title, contact details and tracking information. MNP Community & Sport Centre may be used as the 'shipping address', but not as the 'billing' or 'attention to' information.

Event groups are to ensure that all spaces used are left in the condition in which they are found. This includes the removal of personal and event items, removal of all event signage, properly disposing of garbage/recycling in designated containers, emptying all fridges and cupboards used etc.

Any special arrangements required to manage event items which groups are unable to remove at the close of the event, must be made with the Competition and Event Coordinator in advance. Failure to leave areas in condition they were found will result in a maintenance fee.

Hanging or displaying items (for example team banners, event information, results, etc.) must be done only with the approval of the Competition and Event Coordinator. The mechanism of hanging/displaying these items must not cause damage to the MNP Community & Sport Centre facility (e.g., banners displayed using zip ties or non-marking tape, to avoid damaging paint).