

We hope you enjoy your experiences at Queens Place Emera Centre.

The following are 'Complimentary Use' policies that are in place to assist you.

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**Complimentary Ice Time for Charitable Purposes**

This policy is in place to provide a mechanism to Queens County based schools and not for profit organizations for the purpose of fundraising.

There are 14 hours per ice season designated, roughly September 15<sup>th</sup> to May 15<sup>th</sup> to fulfill this policy initiative.

A maximum of one 2 hour slot may be allotted per local organization or school, free of charge! These complimentary hours are issued on a first come first serve basis to a maximum of 14 hours per season.

Requests must be submitted within one month of the expected booking.

**Facility Usage - Not for Profit Community Groups**

This policy is in place to provide a meeting room space to Queens County based not for profit community groups free of charge.

Not for Profit groups will be permitted to use one half of the community room free of charge to a maximum of 4 hours per month. Meetings are to conclude by 8:45 pm Monday to Friday and by 3:45 pm Saturday and Sunday. Should the 4 hour maximum be exceeded a 30% discount will be applied to the regular rental rate.

Requests must be placed within 2 days of the expected booking.

**TRIAL Queens Place – Multi-Purpose Track Fundraising Usage**

A trial is in process November 1, 2013 to March 30, 2014, whereby the multi-purpose track is made available to not-for-profit organizations, schools and sport organizations based in Queens County as a means to perform 'walkathon' style fundraising activity.

There will be a maximum of 6 hours in total provided during this trial, with any user able to access one opportunity of 1 hour, on a first come first serve basis.

Should the event exceed the 1 hour allotment, the regular hourly track rental fee will be applied.

Requests must be placed within 2 weeks of the expected booking.

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It is important to note that in each instance of Complimentary usage any requests must be forwarded to the General Manager or designate in writing.

In addition to the above communications all bookings of complimentary usage will be subject to available time slots and scheduled events.

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