

Facility Use License Agreement - Sports



Printed: Aug 25 2025

Contract #: FA-28575 **Applicant:** Josh Ralla **User:** Stacey Bridal
Date: Aug 25 2025 **Status:** Firmed

i) Purpose of Use: PK Adult Sport Group Rental
 2025 Fall - Adults - Vancouver Ultimate League Society

ii) Conditions of Use: Certificate of insurance, signed contract and payment required to confirm booking.

Facility/Equipment

Facility/Equipment Listing:

Field	Start Date	End Date	Day	Time	Fee(s)
Richmond High - AT - Full - Lights	Sep 07 2025	Sep 07 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Sep 13 2025	Sep 13 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Sep 14 2025	Sep 14 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Sep 20 2025	Sep 20 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Sep 21 2025	Sep 21 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Sep 27 2025	Sep 27 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Sep 28 2025	Sep 28 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Oct 04 2025	Oct 04 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Oct 05 2025	Oct 05 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Oct 18 2025	Oct 18 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Oct 19 2025	Oct 19 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Oct 25 2025	Oct 25 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Oct 26 2025	Oct 26 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)

MacNeill Soccer Field - Sand - N - Full	Nov 01 2025	Nov 01 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Nov 02 2025	Nov 02 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Nov 08 2025	Nov 08 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Nov 15 2025	Nov 15 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Nov 16 2025	Nov 16 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Nov 22 2025	Nov 22 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Nov 23 2025	Nov 23 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)
MacNeill Soccer Field - Sand - N - Full	Nov 29 2025	Nov 29 2025	Saturday	10:00 AM - 12:00 PM	\$41.00 (PK - 2025 - Sand Turf - No Lights - Richmond Adult Groups - Full)
Richmond High - AT - Full - Lights	Nov 30 2025	Nov 30 2025	Sunday	07:00 PM - 10:00 PM	\$138.75 (PK - 2025 - Artificial Turf - Lights - Richmond Adult Groups - Full)

Facility/Equipment Fees:					
Name	# of Booking(s)	Subtotal	Discount	Tax	Total Price
MacNeill Soccer Field - Sand - N - Full	11	\$451.00	\$0.00	\$22.55	\$473.55
Richmond High - AT - Full - Lights	11	\$1,526.25	\$0.00	\$76.31	\$1,602.56

Extra Fees

Extra Fees Listing:						
Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
-	-	-	-	-	-	-

Facility/Equipment & Extra Fees Summary								
Field	Date	Day	Time	Fees	Extra Fees	Discount	Tax	Total
Richmond High - AT - Full - Lights	Sep 07 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Sep 13 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Sep 14 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Sep 20 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Sep 21 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Sep 27 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Sep 28 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Oct 04 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05

Richmond High - AT - Full - Lights	Oct 05 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Oct 18 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Oct 19 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Oct 25 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Oct 26 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Nov 01 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Nov 02 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Nov 08 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
MacNeill Soccer Field - Sand - N - Full	Nov 15 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Nov 16 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Nov 22 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Nov 23 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69
MacNeill Soccer Field - Sand - N - Full	Nov 29 2025	Saturday	10:00 AM - 12:00 PM	\$41.00	\$0.00	\$0.00	\$2.05	\$43.05
Richmond High - AT - Full - Lights	Nov 30 2025	Sunday	07:00 PM - 10:00 PM	\$138.75	\$0.00	\$0.00	\$6.94	\$145.69

Contract Total

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$1,977.25	\$98.86	\$0.00	\$0.00	\$2,076.11

Invoice

Due Date	Amount	Status	Paid	Remaining Balance
Sep 30 2025	\$2,076.11	Scheduled	\$0.00	\$2,076.11

Facility Use License Agreement

Payment and Fees

The Applicant has requested space through the City of Richmond (hereinafter called the "City") for a Facility Use License Agreement to use and occupy the following facility (the "Facility").

The City of Richmond charges a rental fee for applicable City and School District No. 38 facilities and amenities (the "Facilities"). Fees for the use of Facilities are increased annually, in compliance with the City's Consolidated Fees Bylaw No. 8636.

- One Time Bookings: Payment is due in full at the time of the booking.
- Ongoing Bookings: Payment is due in full prior to the day of the first booking.

Payment can be made using cash, cheque, debit or credit card. Cheques are payable to the 'City of Richmond'. A fee is charged for NSF cheques.

Cancellation Procedure

CANCELLATIONS BY THE APPLICANT (Outdoor Sports Amenities): When more than seven calendar days written cancellation notice is given to the Event and Rentals office, a credit or refund will issued. No credit or refund will be issued if less than seven calendar days notice is given.

CANCELLATIONS BY THE CITY: The City reserves the right to cancel, postpone or reschedule this Facility Use License Agreement at anytime with or without cause.

Field Closures

There are times when it becomes necessary to close fields during extreme weather conditions and maintenance. The field closure information is updated weekdays before 2:00 p.m. and on Friday for the following weekend. The Applicant is responsible for checking this report before using a field

online at www.richmond.ca/FieldStatus.

Unauthorized Use

The Applicant shall not permit any persons, group or organization not named in the Facility Use License Agreement to use or occupy the Facility without the City's written consent and the City reserves the right to refuse use or occupation to any person, group or organization.

Occupancy

Applicant agrees not to exceed the posted occupancy limits posted in each room - Fire Code Regulations

Damage

The Applicant shall be responsible for any damages to the Facilities and surrounding properties resulting from the rental and shall promptly report any damages to the City. The Applicant shall promptly pay any amount owing for repairs in excess of the damage deposit. To report any damages to the City, the Applicant shall advise a staff person at the Facility.

Security

The Applicant shall provide security at their own discretion and advise the City of the security arrangements.

Alcohol, Smoking and Vaping

The Applicant shall not permit liquor, beer or any other alcoholic beverages in/at the Facilities and premises except with the prior written authorization of the City and the appropriate permit from the Liquor and Cannabis Control Branch. Copies of both documents must be attached to this signed Facility Use License Agreement. Smoking and vaping of any substance is not permitted in the Facility.

Nuisance

The Applicant shall not do, suffer or permit to be done, any act or thing upon or to Facilities, which will or would constitute a nuisance to the occupiers of any Facilities adjoining or in the vicinity of Facilities or to the public generally.

Catering

All catering must be pre-arranged with the City. Any catering equipment must be removed from the building within the rental timeframe. No propane or natural gas appliances can be used within our buildings. The set-up of all appliances outside of our buildings must be prearranged and must be done at least 10 feet away from our buildings. No deep fryers are permitted on site. Fire ban regulations must be adhered to. BBQs must use propane or natural gas.

Pre-Approval of Promotional Materials and Signage

All promotional materials and signage related to the rental must be approved by the City prior to use. These materials must be submitted at least 10 business days in advance of the rental or event. Material must be in English and include contact information for the host organization or individual to be approved. Secondary languages are permitted provided all messaging is also in English.

Signage that is posted for a rental or event, in a facility, is restricted to directional signage and room allocation signage only. The City/Association reserves the right to remove any unapproved or inappropriate materials at any time. The City is not obligated to display posters or promotional materials for events but may provide space on community notice boards, subject to approval.

Signage in Parks is generally not permitted, as per Bylaw No. 8771. Signs of a political nature are prohibited in Parks or any other City-owned property, including land, buildings, structures, and equipment as per Bylaw No. 8713.

Alignment of Rental Activities with Stated Purpose

The Applicant agrees to conduct all rental activities in accordance with the stated purpose outlined in their rental application. Any activities outside the stated purpose require prior written approval from the City/Association. Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.

Risk Assessment and Safety Management Review

The Applicant may be required to submit a safety management plan for review and approval if deemed necessary by the City. Should the City determine that additional safety measures are required, all associated costs will be the responsibility of the Applicant. Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.

Sound Amplification Requirements

The Applicant must ensure that all sound amplification activities comply with the City's Noise Regulation Bylaw No. 8856 and any specific conditions outlined in the Facility Use License Agreement. The Applicant is responsible for managing noise levels to avoid disturbances. Non-compliance may result in the suspension of the activity, penalties, or termination of the Agreement without refund.

Parking

The Applicant and their guests have non-exclusive use of our parking lots. Drop offs and pick-ups must be done in designated areas and vehicles must be moved during the rental.

Garbage

The Applicant must sort all waste into provided containers. Cardboard must be broken down and flattened. Bottles and cans must be emptied and placed into provided containers. Additional cleaning and/or storage charges will be applied if items or waste are left behind. Items left for longer than 30 days will be considered abandoned and may be discarded.

Code of Conduct

User groups and renters must comply with the City of Richmond's Code of Conduct for a Respectful Environment as displayed within the facility.
Compliance with Rules and Regulations

User groups and renters must comply with the City of Richmond's Code of Conduct for a Respectful Environment and facility rules and regulations as displayed within the facility. Failure to adhere to, or comply with, the posted Code of Conduct and facility rules and regulations may result in the termination of this Facility Use License Agreement without the refund of any fees paid and the Applicant may be liable to pay penalties and any additional costs incurred by the City and/or Association.

Inspection Prior to Event

Prior to the use of the Facilities, the Applicant shall inspect and notify the City of any condition that may render the Facilities compromised or unsafe.

Event recording/streaming

In the instance the host wishes to record and/or stream an event, the host must provide the City of Richmond with:

1. The event name and date(s) requested;
2. An event host contact name, phone number, and email address;
3. The service provider's name and contact information;
4. A copy of the service provider's insurance at \$5,000,000 liability, with the City of Richmond and the Community Association listed as an additional insured;

The information needed must be provided no later than 21 days before the start of the event. If this is a new event within the City of Richmond, it is recommended the above information be provided to the City of Richmond no later than 28 days prior to the first day of the event. Any needs of the service provider must also be informed to the City no later than 21 days prior to the start of the event to ensure all requests can be processed before the first day of the event. If information is provided with less than 21 days before the start of the event, the City of Richmond cannot guarantee everything will be in place to be able to permit recording and/or streaming to be able to occur.

Indemnity

The Applicant shall indemnify, defend and save harmless the City, its officers, employees, directors, volunteers, elected officials, agents, successors, and assigns from and against any and all liability or claims of liability, for personal injury, property damage, bodily injury, death or other loss caused by or arising out of the rental, including all damages, expenses, costs, including legal or other fees, except in respect of any damages or judgment resulting from or arising out of any negligence or fault on the part of the City with respect to the maintenance or condition of the Facilities, to the extent that the damage, loss or injury was caused the sole negligence of the City.

Business License

Applicant must have a valid City of Richmond business license where applicable.

SOCAN

SOCAN (Society of Composers, Authors and music Publishers of Canada) requires that the users of music obtain a SOCAN licence to perform, or authorize others to perform, copyright music in public. The applicant agrees to pay the required SOCAN fee. Please note that the use of copyright music without a valid SOCAN licence may lead to a legal action for copyright infringement under the Copyright Act of Canada.

Re:Sound

Re:Sound is the non-profit performance rights organization in Canada that collects and administers Neighbouring Rights royalties on behalf of recording artists, including featured artists and session musicians and record labels in Canada. Re:Sound licenses recorded music to businesses across many industries, including radio stations, satellite radio, digital music services, nightclubs, bars, restaurants, retail establishments and others. The applicant agrees to pay the required Re:Sound fee.

Insurance

Prior to the granting of this Facility Use License Agreement, the Applicant shall secure and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, with a limit of not less than limits listed in Schedule A – Insurance requirements. The insurance shall be endorsed to add the "City of Richmond" and the respective Association as an additional insured. The policy must include a thirty (30) days written notice of cancellation or material change resulting in reduction of coverage either in part or in whole. The Applicant shall provide the City with an executed copy of a Certificate of Insurance at least ten (10) days prior to first booking on the Facility Use License Agreement.

If the Applicant will be providing alcoholic beverages, the insurance coverage must include "Host Liquor Liability", with no less than \$5,000,000 coverage.

It is the Applicant's responsibility to determine what additional insurance coverage, if any, including but not limited to the appropriate WorkSafeBC Insurance and Participants Insurance, is necessary for its own protection and/or to fulfil its obligations under this Facility Use License Agreement. Any such additional insurance shall be maintained at the sole expense of the Applicant.

Schedule A

Insurance Requirements

Event	Commercial General Liability – limits not less than
Indoor meetings, training class, arts class, computer class, education class	\$2,000,000 per occurrence

Adult / Kid birthdays (with no bouncy castle)	\$2,000,000 per occurrence
Adult / kid birthday party with bouncy castle, animals and other extreme activities or equipment	\$5,000,000 per occurrence
Fitness classes, sports, skating, swimming, personal training, martial arts and other physical activities	\$5,000,000 per occurrence
Exhibits and events involving animals	\$5,000,000 per occurrence
Wedding ceremony	\$5,000,000 per occurrence
All events with alcohol beverages	\$5,000,000 per occurrence & Host Liquor Liability insurance \$5,000,000 per occurrence

*Please contact the City's Risk Management department for events not included on the list.

Independence

The Applicant, its employees, agents, servants, or workers or volunteers shall not be deemed to be employees, agents, servants, workers or volunteers of the City of Richmond.

Police Information Checks

Organizations must have Police Information Checks completed for all employees and volunteers working with children or youth within all City of Richmond Facilities. This includes paid and volunteer coaches, contracted individuals and parents directly involved in working with children or youth. A Police Information Check must be current within five years.

All Police Information Checks must be kept in the organization's possession and may be requested to be forwarded to the City before the start of the group/club season. No members of the organization shall be permitted to coach children or youth before their documentation has been submitted to the organization.

Authority to Bind

The Applicant warrants and represents that in signing this Facility Use License Agreement on behalf of a group or organization, the Applicant has sufficient power, authority and capacity to bind the group or organization.

The City of Richmond is committed to the safety of our staff and community and adheres to all Provincial and other regulations related to the operation of its facilities and/or amenities.

Communicable Disease Prevention Plan Addendum to Facility Use License Agreement

PLEASE READ CAREFULLY!

We are operating our facilities in accordance with the City of Richmond's Communicable Disease Prevention Plan (CDPP), a guide that provides important information required to help prevent communicable diseases in City workplaces and facilities. As such, we are permitting user groups access to our facilities on the basis that CDPP guidelines will be adhered to by user groups and individual participants. Safety of staff and the community is our priority.

You are required to circulate this Addendum to the participants in the activity for which you are utilizing our facilities. You are required to take steps to ensure that participants act in accordance with this Addendum and/or policies and procedures.

It is important that that no person who is feeling unwell with symptoms consistent with a communicable disease visits any of our facilities and/or utilize any of our services. It is also important that no person brings a child who feels unwell or is showing any symptoms of consistent with a communicable disease to any of our facilities and/or programs.

[Communicable Diseases](#)

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a facility from person to person through bodily fluids or discharge, contaminated surfaces or objects. Examples of the more common communicable diseases that may circulated include COVID-19, norovirus, and seasonal influenza.

Communicable Disease	Common Symptoms
COVID – 19	Fever, cough, flu-like symptoms, shortness of breath and breathing difficulties
Influenza	Fever, cough, sore throat, runny or stuffy nose, muscle/body aches, headaches, fatigue, sometimes vomiting and diarrhea
Norovirus	Diarrhea, vomiting, nausea, stomach pain, fever, headaches, body aches

Effective Prevention

The most effective prevention methods are listed below. Please ensure these are communicated and followed to the participants in the activity for which you are utilizing our facilities:

Stay home when sick
Encourage cough/sneeze etiquette
Remind participants to uphold proper hand hygiene
Use hand sanitizer
Use disinfectant wipes
Follow capacity limits for facilities, if implemented
Respect personal space/physical distancing
Encourage/respect mask use in close proximity

Bringing in Food

When ordering or bringing in food or snacks to share food safety & cleaning procedures and guidelines associated with sharing common equipment will be followed, such as:

1. Sanitize surfaces i.e. tables/counters/desks
2. Provide hand sanitizer
3. Encourage handwashing prior to sharing food
4. Designate one person to serve food to others
5. Provide individual utensils, plates, or cups

Catered Food:

If food is being served by a catering company, **they require a valid permit from the regional (VCH) health authority.**

Organizers must ensure provincial food safety laws are met and request food safety verification from the catering company. These laws require that food sold in B.C. is safe and suitable for human consumption and meets all standards set out in the *Food Safety Act*.

Food safety laws are governed by:

BCCDC
British Columbia Ministry of Health

****For catered food that is self-serve, follow the guidelines above.**

I have read, understand and agree to this Addendum to the Facility Use License Agreement.	_____
I have reviewed this Addendum to Facility Use License Agreement with all participants in the activity(ies).	_____

Josh Ralla

(778) 980-2217

Aug 27 2025
Vancouver Ultimate League Society
reign@vul.ca