Lockbox Placement

INTRODUCTION:

This form is for seasonal sport user groups requesting to place a lockbox for onsite storage at a designated sport field location during booked field period. All placements require prior approval from the Parks and Recreation Department. Please review the Program Guidelines and Conditions of Use before submitting a request. Visit **newwestcity.ca/park-lockbox**

Completed forms and questions should be directed to the Parks and Recreation Department: **active@newwestcity.ca** or 604-527-4567.

Organization Name: _____

Mailing Address: _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

Location(s) Requested:

- ☐ Grimston Park
- ☐ Moody Park
- ☐ Ryall Park
- ☐ Terry Hughes
- ☐ Mercer North
- ☐ Queen's Park
- ☐ Sapperton Park
- ☐ Upper Hume Park

Lockbox Specifications (brand, colour, unique features, etc.):

_____

Dimensions (L x W x H): _____

Start Date: _____ End Date: _____

Signature: _____ Position / Title: _____

Typing your full name will serve as your electronic signature.

Program Guidelines and Conditions of Use below are governed by City bylaws, policies, and Provincial regulations, which may supersede or influence the Facility Allocation Policy. Fully review the Parks and Recreation **Facility Allocation Policy and Procedures**.

Contact us at:
active@newwestcity.ca

New Westminster

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PROGRAM GUIDELINES

Lockbox Approval and Usage

- Lockbox specifications and dimensions must be provided in order to receive approval by the Parks and Recreation Department prior to placement.
- The site chosen must be the most frequently used location by the user group and have available space.
- Lockboxes will be permitted for onsite storage for the duration of the sport user's seasonal booking.
- No more than two lockboxes will be permitted at any location unless approved by the Parks and Recreation Department.

Placement and Security

- Sport groups are responsible for the placement and removal of their lockbox 15 days before their first booking and 15 days after their last booking.
- Vehicles are not permitted in the park for the placement or removal of a lockbox. Lockboxes may only be hand delivered to the assigned location.
- Lockboxes must be secured at their approved location. The City will not be liable or responsible for any loss, theft or damage to the lockbox.

Maintenance and Condition

- Lockboxes must be immediately cleaned or removed by the user group if they become damaged or vandalized.

CONDITIONS OF USE

Modifications and Markings

- Do not construct or place any improvements, or permit the same, to the designated lockbox space without the written consent of the City.
- Painting or taping on any surface is strictly prohibited.

Advertising and Sales

- Advertising, Sales of Goods or Services is not permitted without prior authorization.

Vehicles and Access

- Vehicles are only permitted within designated vehicle areas (i.e., roads, parking lot, etc.).
- Licensee must not block or consume the common areas.

Assignment and Subletting

- The Licensee may not assign or otherwise transfer their lockbox space in whole or in part, nor sublicense all or any part of the lockbox space, without prior written consent of the City.

Noise and Conduct

- Licensee must be respectful to the neighbourhood, with noise never exceeding the Noise Bylaw.

Other Restrictions

- Food or non-water beverages may not be stored in lockboxes.

NOTE: Lockboxes that do not meet the above guidelines and conditions of use, do not have prior approval of the Parks and Recreation Department, or are onsite outside of their approved period, will be removed and disposed of without notice and a $100.00 removal fee applied.

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