

REGIONAL DISTRICT OF NANAIMO
RECREATION and PARKS DEPARTMENT

P R O C E D U R E

SUBJECT: Dunsmuir Community Park Sport Court Booking (Draft) NO.: TBD	
CROSS REF.: Field & Court Manual (Staff Resource) & online booking form: https://rdn.bc.ca/sport-fields-and-courts	
EFFECTIVE DATE: TBD	PREPARED BY: Hannah King APPROVED BY:
REVISION DATE: REVIEWED DATE:	REVISED BY: REVIEWED BY: PAGE 1 of 2

PURPOSE: To provide additional and site-specific booking parameters for Dunsmuir Community Park sport court. This policy is to be considered an addendum to the established field/court booking procedure.

PROCEDURE: The sport court at Dunsmuir Community Park is available for drop in use and reservations. As is the process for all fields and courts managed by the Regional District of Nanaimo, ongoing (regular) group bookings requests (i.e., seasonal league play) of the sport court are to be submitted prior to the established deadlines of; January 31st for use April-August (inclusive) and July 31 for use September- March (inclusive).

Bookings received after deadline or for casual use (less than once per month) are accepted and fulfilled subject to court availability. Such requests are typically processed within 2 business days.

Dunsmuir Community Park Sport Court:

- Reservations can be made for the following sports: pickleball (lines but no nets), tennis (the courts are not lined for tennis and there are no nets) basketball (4 hoops), road hockey (4 goal nets on site)
- No permits will be issued for use on Saturdays. Only drop in use allowed.
- The sport court is bookable from 9am-3pm Sunday-Friday.
- Sunday-Friday 3pm-7pm and all-day Saturday be blocked for drop in use.
- A maximum of four hours per day (Sunday-Friday) will be allocated for permitted uses.
- Individual permits will be limited to three hours per day.
- Pickleball will be limited to two courts. *The third court may be used by permitted group if drop in users are not waiting.*
- Tournaments and special use permits may be issued at the discretion of the RDN. Advance notice of such bookings will be posted on site.

The standard terms and conditions noted within permits issued for the use of fields and courts by the Regional District of Nanaimo apply to the use of the Dunsmuir Community Park sport court. Including the requirement that regular user groups (i.e., leagues, groups that meet more than once a month) provide proof of insurance (\$5M) and that the RDN be named as additionally insured.

Signage outlining usage expectations and booking contact information is posted on site.