

City of Moncton Field User Guide

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1. INTRODUCTION AND BOOKING PROCESS

The intent of this document is to assist recreational or sporting groups with general information and an overview of the booking process when requesting the use of any field booked through the City of Moncton. In addition to fields that are owned and operated by the City of Moncton, this guide and booking process applies to other fields, such as those included in reciprocal agreements with the City and community partners (e.g.: Anglophone East School District for school fields during the summer and l'Université de Moncton for Stade Croix Blue Medavie Stadium).

All casual booking inquiries (one-time or temporary use) can be requested by completing the online booking request form, available on the City of Moncton's **website here**. Seasonal bookings inquiries can be directed to the City's booking agent, Christine Lawson, at **lawson@superiorpropanecentre.com** or by phone at **506-384-4423 (ext. 221)** to receive the online form for seasonal bookings.

The deadline to submit the application for seasonal bookings is March 31 of each year.

Please note that all requests received after the deadline of March 31, will be held for review until all applications submitted by the deadline have been accommodated.



Online Booking Request Form



2. SPORT FIELD OPERATING SEASON

Field	Operating Season	Additional Note(s)
City-owned Artificial Turf Fields	April 15 – Nov. 11	
Anglophone East School District Artificial Turf Fields	July 1-Aug. 31 (outside of the school year)	Booking inquiries for during the school year/outside of the operating season managed by the City can be directed to asde.rentals@nbed.nb.ca or 506-856-3611 (Monday to Friday, 8 a.m.-4 p.m.) or 506-229-7422 (after hours)
Anglophone East School District Grass Fields	July 1-Aug. 31 (outside of the school year)	Booking inquiries for during the school year/outside of the operating season managed by the city can be directed to asde.rentals@nbed.nb.ca or 506-856-3611 (Monday to Friday, 8 a.m.-4 p.m.) or 506-229-7422 (after hours)
City-owned Natural Grass Fields	After Victoria Day long weekend in May to Thanksgiving weekend in October	Depending on field conditions, exceptions for bookings may apply for Provincial Youth Sports tryouts and School District sports teams.

☑ Within the operating season, fields are open weather permitting.

☑ Any use outside of the official operating season without proper authorization will be subject to cancellation of your organization's seasonal and/or casual sport field contract for that season.

3. FIELD ALLOCATION/DISTRIBUTION PROCESS

In order to offer a consistent allocation and distribution process for all fields, the City follows a Sports Field Distribution Policy. For more information and to read the policy, please visit moncton.ca/policies. A one-page summary of the Policy is also available on moncton.ca



moncton.ca

4. CONTACT INFORMATION

All field inquiries and/or service requests should be directed to the City of Moncton booking agent, Christine Lawson, by email at lawson@superiorpropanecentre.com or by phone at **506-382-4423 (ext. 221)**.

No group should contact field staff individually or make any special request to staff on-site. All special requests (related to bookings, field amenities, or otherwise) must be made through the **City's booking agent no later than one week** before the booking date.



lawson@superiorpropanecentre.com



506-382-4423 (ext. 221)

5. SPORTS FIELD PERMITS

All groups **must obtain a Sports Field Permit** to use the fields. Upon confirmation of your bookings, this permit will be issued to you through the booking agent.

It will also be the responsibility of the organization to provide full league schedules for each of the fields that they have received a permit for, no later than June 15 (unless alternative arrangements have been made with the booking agent) to ensure that appropriate maintenance and lines are in place for your booking. **If no schedules are provided, the City may discontinue maintenance of the fields.**

Should any user groups encounter individuals and/or groups using the fields without a booking permit, please note the date and time of the occurrence to inform our booking agent. The City of Moncton will follow-up on these reports as needed.

6. EMERGENCY CONTACT

In case of an emergency with the field and/or booked amenities such as washrooms out-of-service, inoperable lights, or in the in the case of a last-minute schedule change due to weather, groups can call the City of Moncton's 24/7 Public Works Dispatch line at **506-859-2643** and ask for the Foreman on duty for fields.



**City of Moncton's 24/7
Public Works Dispatch line
506-859-2643**

7. CANCELLATION PROCEDURES

WEATHER OR MAINTENANCE

The City of Moncton reserves the right to cancel field bookings due to inclement weather or for required repairs and maintenance to fields.

When cancellations occur due to weather, the City of Moncton will update the Sports Field Conditions webpage no later than 3 p.m.: <https://www.moncton.ca/things-do/sports>



<https://www.moncton.ca/things-do/sports>

USER CANCELLATIONS

Due to the considerable interest in field bookings and to provide available space to other interested groups, it is imperative that all users advise the City of Moncton's booking agent if they do not intend to use any scheduled booking time.

A **notice of five business days** must be provided to the booking agent when cancelling a booking.

If **five days' notice** is not given, no refund will be provided for all groups who are required, pursuant to the City's Field Distribution Policy, to pay for their bookings. For youth groups that are not required to pay an hourly rate, a **"no-show" fee of \$25** will be charged. Groups not paying the cancellation fee, as specified in the policy, will be subject to revocation of their field privileges.

8. WASHROOM ACCESS

Where washrooms are available, the booking agent will provide the booking contact with the necessary information to access the washrooms. For information on which fields have washroom access, please refer to **Section 10 (Field Information)**

9. STANDARD FIELD LEVEL OF SERVICE AND FIELD CLASSIFICATIONS

Any additional special maintenance request not outlined under the Levels of Service below must be submitted at least one week in advance of the request.

*Université de Moncton Stade Moncton Stadium Artificial Turf field and track - this facility is not part of the City of Moncton Field Distribution Policy, but is booked through the City of Moncton booking agent for community bookings.

Services Provided					
Services Provided	Regular Season Practice	Regular Season Games	Regional Tournament	National Tournament *	International Tournament *
Baseball (Youth) CN Sportplex	Not lined Grooming daily (weather permitting)	Lined prior to game Grooming daily (weather permitting)	Grooming prior to start of day Lined minimum twice per day Waste collection once per day Washroom cleaning twice per day Dust control (watering) of infield as requested	Groomed prior to start of day, up to once more based on tournament schedule Lined between every second game and each game in championship rounds. Waste collection twice per day Washroom cleaning three times per day Dust control (watering) of infield as requested	Dependent upon hosting agreement

Natural Grass Soccer CN Sportplex	Lined once per week during operating season– Washroom cleaning once per day Waste collection as required	Lined once per week during operating season Washroom cleaning once per day Waste collection as required	Lined maximum two days prior to tournament Waste collection once per day Washroom cleaning twice per day Mowing every second day	Lined every second day during tournament Waste collection twice per day Washroom cleaning three times per day Mowing daily	Dependent upon hosting agreement
Baseball (Senior) Kiwanis Ballpark	Not lined	Lined prior to game	Groomed and lined between games Waste collection once per day Washroom cleaning twice per day	Dependent upon hosting agreement	Dependent upon hosting agreement
Softball Outside Fields	Not lined	Lined three times per week	Grooming prior to start of day Lined minimum twice per day Waste collection once per day	Lined between every second game, each game in championship rounds	Dependent upon hosting agreement
Softball Hal Betts	Not lined	Lined daily	Grooming prior to start of day Lined minimum twice per day Waste collection once per day	Lined between every second game and each game in championship rounds Infield dust control upon request	Dependent upon hosting agreement
Artificial Turf Multisport Fields (Soccer, Football, Field Hockey, Rugby)	Lined twice per season (in Spring and in August)	Lined twice per season (in Spring and in August)	Lined twice per season (in Spring and in August)	Dependent upon hosting agreement	Dependent upon hosting agreement

10. FIELD INFORMATION

Full Field maps with more details can be found at the following link:



<https://www.moncton.ca/things-do-sports/multi-use-fields>

Sports field Lighting procedures

Lights will be turned on by operators when user groups make the request for lights.

Fields	Hourly Rate (HST not included)	Seasonal	Fields Lights/\$ hour	Washrooms	Lined for following sports
Artificial Turf Fields					
Stade Croix Blue Medavie Stadium	Adults \$110	N/A	\$51	Yes	Soccer
Stade Croix Blue Medavie Stadium	Youth \$62	N/A	\$51	Yes	Soccer
Rocky Stone Field	\$66	N/A	\$30	Yes	Soccer, Football
Woody Hayes Community Field Harrison Trimble High School	\$66	N/A	\$30	Yes	Soccer, Football, Field Hockey
McKenna Field Bernice MacNaughton High School	\$66	N/A	\$30	Yes	Soccer, Football, Field Hockey
Ed Skiffington Moncton High School Alumni Field	\$66	N/A	\$30	Yes	Soccer, Football, Field Hockey
Odyssee	\$66	N/A	\$30	Yes	Soccer, Football

Fields	Hourly Rate (HST not included)	Seasonal	Fields Lights/\$ hour	Washrooms	Lined for following sports
Grass Fields					
CN Sportplex Field- Field 1 to 6	\$11	\$550	Field 3 - \$30	Yes	Soccer
Bernice MacNaughton High School Grass Field	\$7	\$330	N/A	Yes	Soccer
Crandall University	\$7	\$330	N/A	No	Soccer
Stade Croix Blue Medavie Upper Field	Youth and Adults \$29		N/A	No	N/A
Moncton High School Grass Field	\$7	\$330	N/A	Yes	Soccer
Bessbrough School Field	\$7	\$330	N/A	No	Based on request
Birchmount School Field	\$7	\$330	N/A	No	Based on request
Edith Cavell School Field	\$7	\$330	N/A	No	Based on request
Forest Glen School Field	\$7	\$330	N/A	No	Based on request
Lewisville Middle School	\$7	\$330	N/A	No	Based on request
Ball Diamonds					
Kiwanis Park	\$66		\$30	Yes	Baseball (turf infield)
CN Sportplex #1 to 10 – Field #3 – Field of Dreams	\$11	\$550	Field 9 - \$30	Yes	Baseball
Hal Betts Sportsplex #1 – 6	\$11	\$550	Field 4-5-6 \$30	Yes	Slo-pitch
Université de Moncton	\$11	\$550	N/A	Yes	Baseball
Evergreen Park Diamond - #1 and 2	\$9	\$505	N/A	Yes	Softball
Crandall University	\$9	\$505	N/A	Yes	Slo-pitch
Berry Mills Westbrook Circle	\$9	\$505	N/A	Yes	Slo-pitch
Wheeler Field	\$9	\$505	N/A	Yes	Slo-pitch
CN Field – Delong Drive	\$9	\$330	\$30	Yes	Slo-pitch
Tournaments	\$17		\$30		All fields

11. BOOKING GUIDELINES

SEASONAL CONTRACTS

A seasonal contract is defined as an 18 week or longer contract for a two-hour booking per week. To book a seasonal contract, you must book at least 18 weeks. No cancellations will be accepted.

ONE TIME BOOKING

A casual booking - is based on availability of fields after the seasonal bookings have been completed.

TOURNAMENT AVAILABILITY

Tournaments are not allowed on City fields until the first weekday following the Victoria Day weekend.

NATIONAL OR INTERNATIONAL CHAMPIONSHIP TOURNAMENTS

These requests will be determined on a case-by-case basis with agreements specific to each event.

ALCOHOL

No alcohol is permitted on fields. If a group or an association would like permission to sell alcohol, they must request a special events liquor license through Service New Brunswick.

12. BY-LAW – RECREATION AREAS – CITY OF MONCTON

All field users must follow the provisions of the City of Moncton's By-law on Recreation Areas (By-Law #H-302). Highlights of the By-law, as it relates to field users, includes:

- ❑ Any user groups caught using a sports field without a contract will be subject to lost future use of the field.
- ❑ Any person who fails to comply with any rules or regulations posted at or in a recreation area, after having been given a warning by a person responsible for the supervision of the recreation area to comply with said rules and regulations, may be evicted from such recreation area.
- ❑ Any person who wishes to use a recreation area at a specified time shall reserve the use of such recreation area with the General Manager of Community Services, or designate.
- ❑ No person shall use a recreation area during the time for which such recreation area has been previously reserved as provided for herein.

