Irving Oil Field House
250 Majors Brook Drive
Saint John NB
E2J 2S7
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Irving Oil Field House Rental Allocation and Management Policy 2026-27

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1. Contact Information

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Irving Oil Field House Front Desk
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506-717-4080
250 Majors Brook Drive, Saint John, NB, E2J 2S7

Online Rentals

- https://anc.ca.apm.activecommunities.com/saintjohny/reservation/search?onlineSiteId=0
- Online rentals can be completed 3 – 14 days out from the date.

Rental Request Form

- Please use this form for all field, track, room, and kitchen rental requests. Below, you will find important rental application dates and timelines to help you stay informed about upcoming deadlines and processes.
- **https://forms.monday.com/forms/9721d0813881b5b21119d0d7b6521695?r=use1**

Birthday Party Request Form

- https://forms.monday.com/forms/25c73880b4bc61968a5adf380c31b9d9?r=use1

School Trip Rental Request Form

- https://forms.monday.com/forms/20699c18ab8da2f5ebf25edc6429c7c1?r=use1

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2. Hours of Operation

Rentals (Prime Season)

- Monday – Friday | 7:00 am – 11:30 pm
- Saturday – Sunday | 8:00 am – 11:30 pm

Rentals can happen before or after these hours and also on holidays.

Member Hours and Non-Prime Season Rental Hours

- Monday – Friday | 8:00 am – 9:00 pm
- Saturday – Sunday | 8:00 am – 8:00 pm

3. Rental Overview & Responsibility

The Irving Oil Field House is operated by the YMCA of Southwestern New Brunswick as part of an operating agreement with the facility owners the Field House Board Inc. The facility operates under a blended member and community operational model. This operating procedure will focus directly on the community rentals: general information on rental spaces available, seasonal reoccurring application process, processes setting up an account, making the reservation, payment collection process, and communications with member facing operational pieces falling within membership, fitness, or recreation departments.

It shall be the responsibility of the Irving Oil Field House leadership team to manage, allocate, and distribute, field times, track times, court times, kitchen, and multi-purpose room times for the facility.

4. Rental Spaces & Descriptions

The spaces available for community rental are the following: track, Multi-purpose room in full or half configuration, Turf Field in full or half configuration, Badminton Courts, Basketball Court, Community Kitchen and the Fitness Center (case by case basis).

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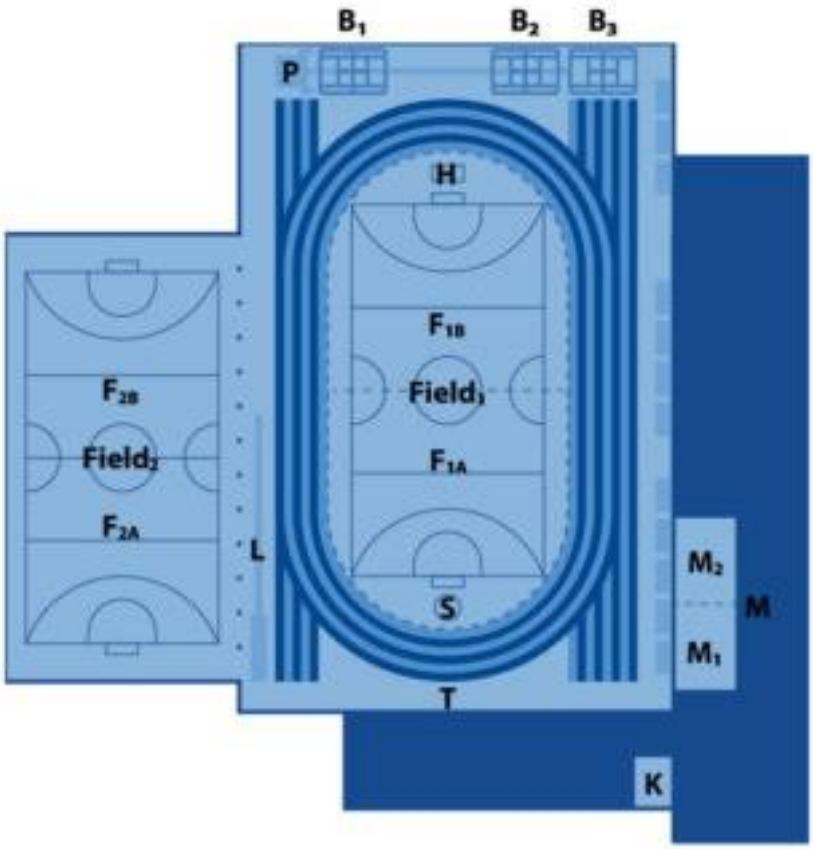
RENTAL SPACES



Field$_1$ | Full Field 1	**B$_1$** | Badminton Court 1	**P** | Pole Vault
F$_{1A}$ | Half Field 1	**B$_2$** | Badminton Court 2	**S** | Shot Put
F$_{1B}$ | Half Field 1	**B$_3$** | Badminton Court 3	**M** | Full Multi-Purpose Room
Field$_2$ | Full Field 2	**T** | Track	**M$_1$** | Half Multi-Purpose Room
F$_{2A}$ | Half Field 2	**H** | High Jump	**M$_2$** | Half Multi-Purpose Room
F$_{2B}$ | Half Field 2	**L** | Long Jump	**K** | Kitchen

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Rental Space	General Description
Track	The 200-meter, 6-lane Ellis-MacMackin Track features a long jump pit, high jump, shot put, and pole vault. The track is available for use through Y Membership, Track Pass, or third-party rental. The track is the official home of the Saint John Track Club and UNB Track & Field. Recently hosted the Atlantic University Subway Track & Field Competition, NB Indoor & University Invitational, and Saint John Open.
Turf Field Full or Half	The facility is the only one in our region that showcases two indoor turf fields that are each 98 x 178 feet (This is the soccer lines dimensions). There is 5-10 feet on the side of each field and 10-15 feet at the end of each field. Field 1, has netting around the full perimeter with a center divider. Field 2 has a manual curtain along the side of the field to keep balls contained within the space. Both Fields can be rented in a full- or half-field combination. The turf for both fields can be removed to reveal either a concrete surface or the track surface to accommodate a wide variety of events and/or sports. The turf is suitable for a wide variety of sports such as soccer, football, rugby, ultimate Frisbee, softball or baseball, land training, cheerleading, lawn bowling, lacrosse, field hockey etc. The fields are available for use by way of rentals. Y members can use the fields when they are not being rented. Home of the Fundy Soccer Association and the Saint John Soccer Club.
Badminton Courts	Our badminton courts offer a recreational badminton space for Members and third-party rentals. There are 3 badminton courts available.
Basketball Area	Our basketball nets offer a recreational basketball space for Members and third-party rentals. We have 2 nets for people to use. This can be used by members or as a court rental.
Pickleball Courts	Our pickleball courts offer a recreational pickleball space for Members and third-party rentals. There are 6 badminton courts available that have been painted on the concrete on Field 2. This is available only during the summer months. 3 courts are guaranteed for members and 3 courts can be used for third-party rentals.

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Multi-Purpose Room Afterschool Room Full or Half	Our clean, comfortable, and bright community rooms are the perfect place to host a meeting, workshop, birthday party and much more. The community rooms can be rented as two separate rooms measuring 29x 34 feet or combined for one large room measuring 29 x 68 feet with 10.5-foot ceilings — a central dividing wall can be put in place as needed. The full room can accommodate up to 160 people depending on the set-up and event needs. These rooms have a perfect view of the track and field area through the large windows, making the room bright and comfortable. Climate control heating makes the rooms comfortable on the hot and cold days of the year. Rooms have access to sound through connections to your electronic devices. Tables and chairs are available on-site. Off-site catering is welcome and liquor licensing permitted on case-by-case bases through the manager.
Community Kitchen	Our licensed kitchen is fully equipped with a dishwasher, two stoves, fridges, a freezer, and a large center island for food prep. Renters are required to provide proof of Food Safety Course certificate. This bright and large well-equipped licensed kitchen is the perfect space to host cooking classes, or a local baker/cater looking for a place to prepare food in licensed space. Dimensions 7.2 metres x 9 Metres / 23.5 feet x 29.6 feet.
Fitness Center	The Field House Fitness Centre is designed as a performance gym for athletes looking to train and stay in shape during their off season. Also open to the public this centre has everything you may need to ensure you get in a great workout. The space is well equipped with cardio equipment such as rowers, steppers, treadmills, and bikes along with a wide variety of free weights. 99 x 32 feet

Each rental space has established usage guidelines/etiquette, policies, rental rates, and rental agreements in place that have been approved by YMCA Senior Leadership. In some cases, the Field House Board is consulted and approves rental rates. These guidelines are reviewed annually. Rental rates are typically set by the CFO on an annual basis in consultation with the Field House Manager and Health, Membership & Recreation General Manager.

In addition to the specific Irving Oil Field House policies, Y Health Membership & Recreation membership etiquette and guidelines also apply to this site and apply member facing programs and services such as age of access, Child Protection, to name a few.

5. Guiding Principles

It shall be the policy of the Irving Oil Field House that the following principles are considered and referenced in the development and updating of the rental and event allocation policy.

- Optimize Usage of Fields & Other areas of the facility: The allocation and management policy shall ensure the effective management of total available time of all areas.
- Access & Equality: The policy shall ensure fair and equitable access to facility areas in terms of allocation, as well as the application of fees and charges.
- Youth Sport Development: Children and youth are a priority target and special consideration is given to accommodating children and youth activities and sport development.
- Diversity: The policy shall provide options for a wide array of users and programs, current and emerging.

6. Annual Review

It shall be the policy of the Irving Oil Field House and YMCA of Southwestern New Brunswick that an annual review and update of the Rental Allocation and Management Policy be conducted by the Manager of the Irving Oil Field House and General Manager of Health, Membership, and Recreation.

7. Rights Reserved

It shall be the policy of the Irving Oil Field House and YMCA of Southwestern New Brunswick to distribute field time, track time, court time, and room time in an open and fair manner that best reflect the needs of the community while reserving the right to assign and reassign times as may be required.

8. General Administration

It shall be the policy of the Irving Oil Field House and the YMCA of Southwestern New Brunswick to require all applicant groups and users to submit requests for booking and cancellations on approved application forms. The Irving Oil Field House reserves the right to reject applications and requests from clients who submit forms which are incomplete, contain falsified information, or are submitted after published deadlines.

9. Seasonal Rental and Event Application & Allocation Process

We have broken the facility into 2 rental seasons:

- Off Season - Spring/Summer: May to August
- Prime Season – Fall/Winter: September to April

Deadlines for facility and event rentals will be broken down further as follows:

Season	Dates	Application Opens	Application Due Date	Contracts Emailed	Signed Contract Returned
Fall	September 1 – October 31	June 1st, 2026	June 19th, 2026	July 3rd, 2026	July 17th, 2026
Winter	November 1 – April 30	July 17th, 2026	August 21st, 2026	September 11th, 2026	October 2nd, 2026
Spring / Summer	May 1 – August 31	January 4, 2027	January 31, 2027	February 8, 2027	February 28, 2027

Contracts that are not signed and returned by the specified date will be considered null and void and the associated field or room time will go back for sale. Contract cancellations will be subject to cancellation administration charges after signing date. Bookings for each season will not be issued until all accounts are paid in full from the previous year.

Within these rental seasons, rentals are broken down into Non-Prime and Prime Time:

- Holiday Hours are also considered Prime Time.

Irving Oil Field House Prime and Non-Prime Hours		
	Prime Time	Non-Prime Time
Weekdays	4 pm – 10 pm	7 am – 4 pm 10 pm – 11:30 pm (This only applies to Full Field 1 and Full Field 2)
Weekend & Holidays	8 am – 11:30 pm	

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10. Client Priority

It shall be the policy of the Irving Oil Field House and YMCA of Southwestern New Brunswick to allocate fields and other spaces according to the following priorities.

1. Special Events
    a. Track Meets
    b. Youth Tournaments
    c. Special Events
2. Youth Recreational Seasonal Requests
    a. Associations that offer service for the majority of participants are 18 years or younger, do not regulate membership, are non-profit, are guided by constitutions and by-laws, have auditable financial statements, are affiliated with a sport governing body, have an elected board of directors, and provide consistent programming.
    b. New Brunswick Department of Education and School Districts (This includes school trips)
3. YMCA member and community programs
4. Adult Associations, Organizations, and Groups Seasonal Requests
    a. Purpose of the Association, Organization, or Group is to involve individuals in recreation and sport.
5. General youth and adult requests

Following the allocation process dates, throughout the Year

- As the prime season goes on, rentals will be on a first come first serve basis.
- A bi-weekly rental email will be sent out with available time slots for the upcoming week. During the non-prime season, this email will be sent out on a monthly basis.

11. User Cancellation

It shall be the policy of the Irving Oil Field House and YMCA of Southwestern New Brunswick to effectively manage field bookings and facility bookings with the objective of minimizing administrative and operational impacts.

Prime Season Cancellations

The following dates for cancellation are for rentals during our **prime season.** Therefore, cancellations will not be permitted after the following dates:

Season	Dates	Cancellation Deadline (Dates fall on weekdays)
Fall	September 1 – October 31	August 5, 2026
Bookings made during the active season are final and not eligible for cancellation.		
Winter	November 1 – January 31	October 5, 2026
	February 1 – April 30	January 5, 2027
Bookings made during the active season are final and not eligible for cancellation.		

Non-Prime Season Cancellations

Cancellations of rentals 1-4 hours in length:

a. If a rental time needs to be cancelled by a user, 15 days' notice or more is required for a full refund.
b. If 7-14 days' notice are given for a cancellation, a full refund, less the $100+hst administrative fee. No modifications are permitted within this time frame, except for adding additional time.
c. If less than 7 days' notice is given, there is no refund.

Cancellations of rentals 5 or more hours, the above a-c will become the following

a. 60 days or more
b. 30-59 days, a full refund, less a 15% administrative fee (If there was a deposit, that is included in the 15%).
c. 30 days or less. No modifications are permitted within this time frame, except for adding additional time.

12. Opening Outside of Standard Hours of Operation

It shall be the policy of the Irving Oil Field House to consider opening outside of standard hours of operation and charge fees that cover all hourly rates as well as full operational costs, pending the availability of staff.

13. Payment Terms & Conditions

Payment options for rentals include Visa, MasterCard, American Express, debit, or cheque made payable to the **YMCA of Southwestern New Brunswick**.

All **recurring rentals**, or those that are part of the **allocation process**, will receive an invoice by email on the **1st weekday of each month** outlining that month's permit and any balance owing. Payment is due upon receipt unless otherwise stated.

One-time rentals must be paid in full no later than **14 days prior** to the rental date.

Special events are required to pay a **10% non-refundable deposit** at the time of booking to secure the rental date. The remaining balance must be paid by a specified deadline prior to the event.

Rentals with a total fee of **under $100** must be paid **in full at the time of booking**.

14. Authorized Agents

In order for the Irving Oil Field House to effectively serve their customers, all groups are asked to elect no more than two representatives to serve as liaison between Irving Oil Field House and their group. All communications between the group and Irving Oil Field House, at all times, will be channelled through each group's representatives. This individual will be considered the person in charge and the emergency contact.

15. Facility User Conduct and Responsibilities (Rental Waiver)

Emergencies:
The Authorized Agent or Person in Charge of the group (Emergency Contact) is responsible in any emergency situation. Teams should provide their own first aid kits and supplies.

Facility Problems:
Please report any facility issues to the front desk. If the problem cannot be addressed immediately, the facility manager should be notified and will handle it accordingly.

General Rules & Etiquette:

- Appropriate Attire: Individuals must wear athletic shoes and shirts at all times for safety and hygiene.
- Respectful Environment: Offensive language and profanity are strictly prohibited.

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- Community Values: Embody the YMCA's core values of Belonging, Inclusive, Responsible, Caring, and Honest.
- Scent-Free Environment: To protect individuals with scent sensitivities, we encourage a scent-free policy. Please avoid using scented products on YMCA premises.
- Nut-Free Facility: To safeguard those with nut allergies, no nuts or nut-containing products are to be brought in to the facility.
- Age Requirement: No child under the age of 12 is permitted to enter or remain within the Irving Oil Field House without the accompaniment and supervision of an adult at all times.
- Indoor footwear or track running shoes with spikes are allowed on the track surface. Spiked shoes should be limited to 1/8" pin or pyramid spikes. Spikes shoes are not to be worn in the halls, changing rooms, or lobby areas.
- Clean indoor footwear is permitted on the turf playing areas. Indoor soccer shoes or plastic molded cleats will be permitted. No metal or screw-in cleats are allowed. If you need to clean your shoes, please do so before going in the turf and track areas. Cleats are not to worn in the halls, changing rooms, or lobby areas.
- Look both ways before crossing the track and while entering and exiting the turf playing areas.
- Food and beverage other than water in non-glass container is not permitted (No gum, nuts, seeds, shells, or candy).
- Spitting or spouting of water on the track or turf is not permitted.
- Do not stand on the track at any time.
- Be aware of slow and fast track lanes. Lanes 1, 2, and 3 are fast or running lanes and lanes 4, 5, and 6 are slow or walking lanes.
- Be aware objects may leave the playing field area.
- Keep belongings away from track edges or in locker room.
- Stretching and exercises should be done well away from the track lanes.
- Spectators are asked to use the designated seating areas only.
- Users are responsible for the supervision of their participants at all times.
- NO hanging, climbing or pulling on the field nets.
- Immediately alert staff of any instance of blood or vomit on the field.
- Turf and Track users must not enter the field prior to their permitted time and should leave the field five minutes before their end time to allow transition between groups.
- Individuals are responsible for the security of their own belongings. The YMCA of Southwestern New Brunswick is not responsible for lost, stolen, or damaged items.
- Rental times shall run in accordance with the facility clock.
- Teams may not extend their time into another user's scheduled time or use areas of the Field House not included in their rental.

Team Change Rooms:

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- Teams may reserve a team changing room for their rental at the time of booking. A room will be allocated and the allocation displayed in the front lobby.
- Team shall assign a person to accept the team changing room key from the front desk. In exchange for a team changing room key we shall hold the persons keys to their vehicle in trust. The keys will be returned when the changing room key is returned to the front desk.
- Teams are asked to limit time before and after rental to 20 minutes.

Equipment Storage:

- Teams are expected to take their equipment with them after each use unless storage arrangements with the manager has been approved in advance.

Playing Field Curtains & Dividers:

- Individuals and/or organizations using the Field 1 & 2 shall advise the YMCA of Southwestern New Brunswick of their curtain/divider requirements.
- The curtain on the Field 1 will be raised and lowered by YMCA of Southwestern New Brunswick Staff only. If you need the curtain adjusted see the Front Desk Staff for support.

Long Jump Pit, Shot Put Ring, Pole Vault & High Jump Mats:

- These areas are included with a third party track rental and is subject to orientation and training prior to use through the Saint John Track and Field Club.
- Long Jump use is limited to third party bookings of the track that has been orientated and trained on use of the space by the Saint John Track and Field Club.
- Shot Put use is included with third party track rental however, the shot put will not be available for use if the portion of the main field next to the shot put is in use. To ensure full access to the shot put the field adjacent to it, it must be reserved in conjunction with the track rental.
- The High Jump and Pole Vault mats are owned by the Saint John Track and Field Club and permission for use is coordinated through the Field House Manager.

Code of Conduct:

- The YMCA of Southwestern New Brunswick has a Zero Tolerance Policy in regards to harassment. Any behaviors listed below that are exhibited by anyone while at the YMCA will be handled accordingly through asking the member or patron to leave the site or program, and possibly extended or permanent suspension of membership and/or cancellation of future rentals. Delinquent or disruptive behavior, Any action or language that is disrespectful, profane or offensive to another's comfort or wellbeing, Any abuse of the facility and / or its equipment, Any physical assault, threats of assault or use of intimidation, Any sexual, gender identification, ethno cultural and / or racial abuse, slurs and / or harassment, Possession or use of weapons or items intended to be used as a weapon, Use, possession or unauthorized sale of alcohol and / or illicit drugs,

Fraud which includes misuse of membership cards and / or facilities.

RELEASE / WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

- I am aware that participation in a sport, physical exercise, program, function or activity (hereinafter referred to as "activity") sponsored by, connected with or related to YMCA of Southwestern New Brunswick, the undersigned hereby waives all liability on the part of YMCA of Southwestern New Brunswick in relation there to and agrees to release and hold harmless YMCA of Southwestern New Brunswick and all of its employees and volunteers from and against any injury, losses or damages sustained by the undersigned which are in any way related to or arising from the undersigned's participation in any activity. I understand that there are inherent risks in participating in any aforementioned activities that may result in accident or injury, and assume the risk connected with participation. I represent that I am in good health and suffer from no physical impairment that would prevent my use of YMCA facilities or participation in YMCA activities. I acknowledge the YMCA has not, and will not, render any medical services including medical diagnosis of my physical condition. It is further agreed that all exercises and the use of any and all machinery, equipment, and facility including lockers, parking, and apparatus designed for exercising shall be at my sole risk. The YMCA shall not be liable to me for any claims, demands, injuries, damages or actions for negligence arising on account of death or due to injury to my person or property. I hereby hold the YMCA, its employees and agents, harmless from all claims which may be brought against them by myself or on my behalf for any such injuries or claims aforesaid.

16. Terms of Agreement

The person in charge and his/her organization and/or group (hereinafter referred to as the "Lessee") agrees to and undertakes to assume all responsibility to observe all rules and regulations (below) of the YMCA of Southwestern New Brunswick (hereinafter referred to as the "Lessor").

a) The Lessee is restricted to the use of those facilities and equipment specifically covered in this rental agreement.
b) Bookings are confirmed based on the allocation policy and all arrangements are handled through the Lessor. No other bookings will be honored.
c) The Lessee assumes full responsibility for the careful and proper use of the said facilities and all equipment and furnishings therein contained (known as the "Facility") and will fully reimburse the Lessor for any damage whatsoever incurred during the rental period at the discretion of the Lessor.
d) The signed rental contract, as well as any other required documentation, is required to secure the rental requested. No booking can be confirmed without the foregoing.

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e) The Lessee agrees to use the premises only within the hours/days of the rental as stipulated in the contract. If the grounds/buildings are not left clean and in good repair, clean up and repair costs which will include staff time and material costs, will be invoiced to the Lessee which the Lessee agrees to promptly pay.
f) The Lessee is responsible for all clients, staff, guests and invitees under this rental agreement and any breach of the rules and regulations contained in the agreement. Any and all posted rules and regulations not specified in this agreement must be abided by.
g) Rental of the facilities do not automatically include the use of equipment unless specified in the agreement.
h) The Lessor is not responsible for lost, stolen, or damaged items.
i) Individuals and/or organizations renting the facility must have adult supervision (18 +) for children at all times.
j) No illegal substances will be tolerated on the property. Alcohol, smoking, cannabis, or vaping is not permitted in the buildings or on Lessor's property except with prior Lessor's permission and the acquiring of required permits and licensing. Any applicable fee for such permits are at the cost of the Lessee.
k) Lessee groups are to park all vehicles in the designated parking areas only. Parking is not permitted on grass or gravel areas.
l) Except if caused by the negligence of the Lessor, its agents, employees or other persons for whom the Lessor by law is responsible, the Lessor is not liable or responsible in any way for any personal or consequential injury or liability of any nature that may be suffered or sustained by the Lessee or an employee, client, guest or invitee or any other person who may be on the premises, or for the loss of, or damage or injury to, any property belonging to the Lessee or to its employees or to any other person while their property is on the premises. The Lessor shall not be liable for any theft suffered by the Lessee, its employees, clients, guest or invitees. In any event, the maximum liability of the Lessor to the Lessee is limited to the amount paid by the Lessee to the Lessor under this rental agreement.
m) The Lessee will indemnify and save harmless the Lessor, its employees, agents, volunteers, officers and directors (an "Indemnified Party") from all liabilities, fines, suits, claims, demands and actions of any kind or nature to which an Indemnified Party shall or may become liable for or suffer by reason of any breach, violation or non-performance by the Lessee of any covenant, term or provision hereof or by reason of any injury or death resulting from, or occasioned to, or suffered by any person or persons or any property by reason of any act, neglect, or default on the part of the Lessee or any of their agents or employees, visitors, invitees and/or licensees such indemnification in respect of any such breach occurring during the term of the agreement shall survive any termination of this agreement.

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17. Insurance Requirements

Commercial General Liability Insurance: the Lessee shall at their own cost and expense obtain a policy of Commercial General Liability Insurance. This policy of insurance shall serve to protect the Lessee, and by virtue of this section, the Lessor, against legal liability arising out of death, bodily injury and/or bodily injury occurring in, or arising in connection with the operation or occupation of the camp with a policy limit of at least two million dollars ($2,000,000), with insurance companies acceptable to the Lessor, and which are both licensed and qualified to do business in the Province of New Brunswick and to effect such insurance. The Lessor shall be listed on this Policy of insurance as an Additional Named insured. The Lessor shall have rights of notification from the insurer should the policy be cancelled or terminated by the insurer or the Lessee. This Policy of Insurance shall be on an "Occurrence Base" form. If requested, proof of this Policy of Insurance (or an official certificate) must be presented in advance of the use of the facility by the Lessee to the Lessor or their designated agent(s) as proof of its effect. This policy shall be maintained in-force at the expense and cost of the lessee throughout the duration of the use of the facility plus one day. This condition may be modified or waived at the sole discretion of the Lessor.