

Riverbank State Park Ice Rink Use Permit Application Procedures
Updated: July 2011

1. The permit process for ice rink use was revamped and formalized in 2007-2008 and revised in 2011 to facilitate the allocation of permitted ice time to groups that service youth and to promote gender equity and nondiscrimination in allocation of ice time.
2. An updated letter from the Park Operations Manager will be mailed to all previous or prospective permit holders annually in July for the upcoming Fall/Winter season. This letter to applicants will outline the permitting policy and process and also provide specific deadlines for the application (and for response by the Park) as to the availability of ice time for the applicant.
3. Once the application deadline has passed, all applications will be reviewed and entered into a master calendar (which also includes all park-operated programs) for the respective season. The calendar will be reviewed by the Park Operations Manager and the Park Permits and Event Coordinator. Allocation of permits for ice time are made based on the following guidelines:
 - a. A target of 25% of total available ice rink time will be allocated to permit holders. Applicants are advised that Riverbank is a community-oriented State park and the majority of ice time is allocated for public skating sessions, park skating programs (youth hockey, learn-to-skate, etc.), and community special events.
 - b. Depending on the number and category of applications, the Park will endeavor to accommodate all existing permit holders and new applicants for ice time. If all applications cannot be accommodated, the Park will exercise discretion in accordance with the priority list below, to reasonably accommodate groups that require consistency in scheduling to sustain their programs from season to season.
 - c. Consistent with the Park's goal of providing access to groups that service youth and promote gender equity and nondiscrimination in affording access to ice time the Park may grant preference to applicants as follows:
 - i. Public school groups; first priority
 - ii. Non-profit after-school youth, and community programs, second priority
 - iii. Private school groups: third priority
 - iv. Colleges & Universities: fourth priority
 - v. Non-profit, adult groups: fifth priority

Within and across these categories, the Park may give special consideration to applicants with programs that will help achieve gender equity and equal access to ice time and in so doing add to the diversity of the skating program.
4. Each group's proposed allocation will be entered into the Park's "REC TRAC" computerized scheduling and tracking system and a master ice-time allocation calendar will be produced. The Park will provide each applicant with a printout of its specific ice time allocation. Each applicant must then confirm acceptance of the granted allocation in writing, after which the Park will forward an invoice for payment to secure the allocated dates and ice times for the season.
5. Ice time allocations that are not accepted after being offered to an applicant may be offered or reallocated to one or more other applicants, incorporated into park programming, or returned to the pool of available open ice time.