

**ADMINISTRATION CENTERS  
FOR  
SPORT, CULTURE AND RECREATION**

**SERVICES  
GUIDELINE  
MANUAL  
2011 / 2012**

## INTRODUCTION

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Welcome to the Administration Centers for Sport, Culture and Recreation. The purpose of the Centers is to provide a professional business support system to non-profit organizations so they may effectively carry out their programs at the lowest possible cost. The Centers operate on the premise that users will equitably share all services. Services are available to all non-profit sport, culture and recreation groups. Other non-profit groups may apply for customer access and will be assessed on an individual basis.

The Administration Centers Advisory Committee reserves the right to change and make exceptions to policies governing the Centers and the services.

Direct all questions of interpretation to the Administration Manager, Kevin Gilroy at 780-9319.

The Centers are partly dependent upon the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation for financial support. The balance of funds is derived from revenue generated by charges for rent and services.

We are always open to new ideas and look forward to your comments on ways to improve our services. Top quality customer service is our goal.

An electronic copy of this manual, as well as a printable application form and pre-authorized debit form, is available at [www.sasksport.sk.ca/admin.php](http://www.sasksport.sk.ca/admin.php)

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The Administration Centers for Sport, Culture and Recreation was established to provide services to non-profit organizations in sport, culture and recreation. Like most service organizations, the Administration Center was born from need. The cost of administrative services was seriously hampering the growth of sport, culture and recreation at the provincial level. To ensure continued growth, a group of dedicated volunteers established Saskatchewan Sports and Recreation Unlimited in 1969. Three associations were charter members: the High School Athletic Association, Saskatchewan Parks and Recreation Association, and the Saskatchewan Amateur Hockey Association.

The organization became known as the Administration Center for Sport, Culture and Recreation in 1979. On April 1, 1989, the Centers became a subsidiary of Sask Sport Inc. and the company was renamed the Administration Centers for Sport, Culture and Recreation (1989) Inc. The Centers have grown to house over sixty organizations.

The Centers are managed by an Advisory Committee with two appointed representatives from each of:

- SaskCulture Inc.
- Saskatchewan Parks & Recreation Association Inc.
- Sask Sport Inc.

and one elected resident representative from each of the four buildings. It is chaired by the Secretary/Treasurer of Sask Sport Inc. This Committee is directly responsible to the Sask Sport Inc. Board of Directors.

Three buildings in Regina provide a total of over 30,000 square feet of office space. Saskatoon's John V. Remai Centre serves the northern area of the province with 18,000 square feet of space.

Eligible groups can access services either on a cash basis or by setting up a billing account. Groups who wish to buy on a cash basis must pay at the time the service is provided.

**Procedure**

Eligible groups can apply to be a billed client of the Administration Center by filling out an application form (available from the Accounts Receivable department in Regina). Once approved, a billing account number is assigned to each client. Bills are prepared from the Regina office on a monthly basis and include all charges up to the 27th of the month. Bills are in the mail by the 6th of the following month and are due on the 30th. All service charges are accompanied by the appropriate documentation. (i.e. courier waybills, etc.)

The fiscal year end of the corporation is March 31st. All users are requested to have their accounts up-to-date at that time.

**Location and Contact**

Cathy McDougall

780-9373

**Cost**

An annual fee of \$30 per billing number is charged in April and covers access to the services from April until March of the following year. Associations may request additional billing accounts at a cost of \$30.00 each. Associations who register after September 30 will only be charged \$15.00 for that fiscal year.

Interest charges of 1.5% per month will be added monthly on any unpaid balance. In order to avoid interest charges, payments must be in the accounting office by the 30th. Therefore they must be mailed about a week before, or put in interoffice mail no later than the morning of the 30th.

Customers can pay their bill monthly by Preauthorized Payment directly from their bank accounts. Applications are available from the Accounting Department.

The Admin Centre bookkeeping services include a wide range of available options, including:

- Issuing cheques
- Preparing invoices
- Preparing journal entries
- Performing bank reconciliations
- Filing GST or PST returns
- Preparing for yearend audit
- Entering source document information provided by the client
- Financial statements (prepared according to the client's instructions)

**Procedure**

To access any accounting services please contact Salina Barry at 780-9306 or Debbie Head at 780-9331.

The Admin Center uses the accounting package Accpac. There is no charge for set up or conversion of existing data into the system. Charges only apply for processing of new transactions.

**Payables:** Payments are processed and cheques are printed as directed by the client. The approval processes that are in place for each organization are followed prior to payments being made. The client retains responsibility for requesting payments and coding them to the correct account. Payables are processed as and when directed by the client. Most clients issue cheques twice per month, with occasional rush cheques required between regular cheque runs. The client retains responsibility for signing cheques. (Some clients write their own cheques and sign them and send information at the end of the Month, to be keyed in Accpac.)

**Receivables:** Invoices are prepared to customers as directed by the client. For large volume invoicing for memberships or banquets, invoicing information can be imported from an excel file. Generally the Admin Centre will do cheque deposits but not cash deposits. Deposits are recorded in the accounting system, applied to receivables or coded to revenue accounts as directed by the client.

Bank reconciliations are done at month end (and reconciliation of all other balance sheet accounts) and financial statements are prepared in the format required by the client. Supplemental information is also provided based on the clients need (list of cheques written, general ledger transaction reports, etc). Reporting is done according to the client's time table.

GST and/or PST returns are filed monthly, quarterly or annually as required.

Financial statements and all working papers required by external auditors are prepared at year end. Financial information for grant follow-up reporting can be prepared and submitted as requested.

The service is based out of Regina but can be provided in Saskatoon as well.

**Cost**

\$20/hour

### Procedure

Regina - Place call to courier company, indicating Association to be billed, and leave item with building receptionist for pick-up. (At 2205 Victoria for Dynamex Courier only, residents can leave item with receptionist, who will call for pick-up.)

Saskatoon - Leave item with building receptionist. They will call company and arrange pick-up.

Information required for courier delivery:

- name and address of place to pick item up
- association name and account # to whom the delivery is to be charged.
- name and address of place to deliver item to

**PLEASE NOTE:** When calling for a courier, **do not use the name Sask Sport or Administration Center for pick-up.** Please specify the **STREET ADDRESS** and the name and account number of **YOUR** association.

### Location and Contact

Receptionist	Regina	1860/70 Lorne St	780-9300
		2205 Victoria	780-9200
	Saskatoon	510 Cynthia Street	975-0800

### Cost

The Administration Centers have a contract price with Dynamex Courier for citywide delivery within Regina and with Dasher Courier for citywide delivery within Saskatoon. All other companies are at market rates.

In Regina, Associations will be billed directly by courier companies. In Saskatoon, Administration Center monthly statements will include charges and the waybills supporting these charges.

A fax machine is available in each of the Centers for Administration Center users with an active billing account.

### Procedure

1. Place documents in feeder tray.
2. Key in the fax number on the fax machine keypad panel and press SEND.

**NOTE:** If long distance, enter “1” and the area code in front of the fax number.

If **overseas**, enter “011”, the country code, and the routing code number in front of the fax number. (This information can be obtained from a telephone directory.)

OR enter the desired preprogrammed speed dial number.

Documents are stored in the machine’s memory. The fax machine will transmit the information when the connection is made. If the line is busy, the machine stores your information and attempts a connection three more times.

### Location and Contact

Receptionist	Regina	1860/70 Lorne St. - Front Desk	780-9300
		2205 Victoria Ave. - Front Desk	780-9200
	Saskatoon	510 Cynthia St. - Front Desk	975-0800

### Cost

There is no charge for this service, however, you must have an active billing account in order to access the service.

Mailing services include: Processing of First Class mail, air and ground parcels, Priority Post, Xpress Post, Expedited Parcel, Air Mail, Publications mail, Special Delivery, registered, insured. There is no Special Delivery, publications, registered, or insured mail services in Saskatoon.

### **Out Going Mail Procedure**

Leave bundled mail along with completed Mail Requisition Form, indicating number of pieces at same weight, at central pickup areas. Mail is picked up at 1:30 at 1870 Lorne Street and 1:45 at 2205 Victoria Ave. daily. In Saskatoon mail must be delivered to the mail room by 2:45 p.m. daily.

- #10 sized envelopes can be sealed on postage machine while affixing postage and do not require the flaps nested.  
**ALL OTHER ENVELOPES MUST BE SEALED BY THE SENDER.**
- Notify mail department one day in advance of large mail outs.
- Separate envelopes that have bulky items (medals, pins, etc) as these require special handling.
- Separate envelopes that have special instructions (priority, USA, overseas, etc.) as these require special handling.
- All mail must have a return address and a complete mailing address, including postal code.

For Publications Mail newsletters contact the Printing Services Coordinator, Aron Schmidt at 780-9210 in Regina.

### **Cost**

All regular postage used for mailing is charged back monthly to the customer at full cost plus a 10% handling fee. Publications Bulk mailouts are charged at full cost plus a 5% handling fee.

**Incoming Mail Procedure**

Incoming mail is delivered by Canada Post to the buildings and is sorted and delivered to designated mail slots by the receptionist in each building.

**Sorting of Mail**

Receptionist	Regina	1860/70 Lorne St.	780-9300
		2205 Victoria Ave.	780-9200
	Saskatoon	510 Cynthia St.	975-0800

Meeting Rooms are available by reservation at 1870 Lorne Street and 2205 Victoria Avenue in Regina and 510 Cynthia Street in Saskatoon.

It is the responsibility of the user to arrange equipment in the facility to meet their needs and to clean up and return room to its original lay out after the meeting. **A \$25 custodial fee may be charged if room is not left clean and tidy.**

Equipment is available at no extra charge. However, there is a limited supply so please book at the time of room reservation. Items available include: VCR, TV, Overhead Projector, Flipchart, Slide Projector, Teleconferencing Equipment, and DVD Player. Equipment varies at each facility.

LCD and lap top units are available for rental in both Regina and Saskatoon for meetings inside and outside the buildings. This is an excellent tool to use with Powerpoint presentations and is available at a charge of \$50/day. You can also rent just the lap top for \$15/day in both Regina and Saskatoon. Please contact 780-9300 to rent the unit in Regina, or 975-0800 in Saskatoon.

LCDs and lap tops are inspected upon return to ensure all cords are returned with the unit. There will be a fee charged for missing cords.

Cancellation of reservations must be received by the Center at least 3 working days in advance, in order that the facility may be assigned to other users. **A cancellation fee of \$25 may be charged if cancellation deadline is not met.**

User groups assume full responsibility for orderly behavior of those in attendance, and for reporting of any damage or other occurrences as soon as possible to the Administration Center. Extra costs incurred are assumed by the user organization.

### Video Conferencing

Video Conferencing is also available in both Regina and Saskatoon:

1870 Lorne St. Main Floor Boardroom, Regina

2205 Victoria Ave. Main Floor Boardroom, Regina

510 Cynthia St. Main Floor Boardroom #140, Saskatoon

510 Cynthia St. Second Floor Boardroom #201, Saskatoon

Fees are as follows:

First hour	No charge
1 - 3 hours	\$50.00
Over 3 hours	\$100.00

These are in addition to normal boardroom booking charges.

**Cost**

Flat daily rates. After hours an access card is required to enter (not leave) all buildings. At 2205 Victoria Ave., a key for the boardroom is also required.

**Regina** – available 7:00 a.m. to 11:00 p.m. daily, including holidays;

2205 Victoria Avenue

**Main Floor** (can be divided into three sections)

*Video Conference available*

All 3 sections	- 35 to 50 people	\$42.40
section 1 or 2	- up to 20 people	\$30.20
section 3	- up to 10 people	\$18.10

1870 Lorne Street

<b>Main Floor</b>	- up to 20 people	\$42.40
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*Video Conference available*

<b>Lower Level</b>	- up to 10 people	\$18.10
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**Saskatoon** – available 24 hours per day including holidays.

510 Cynthia Street

**Main Floor Room #122,123** (can be divided into 2 sections)

2 sections	- up to 40 people	\$48.20
1 section	- up to 20 people	\$30.20

<b>Main Floor Room #140</b>	- up to 20 people	\$30.20
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*Video Conference available*

<b>Second Floor Room #243</b>	- up to 15 people	\$18.10
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<b>Second Floor Room #201</b>	- up to 30 people	\$30.20
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*Video Conference available*

**Coffee Service**

\$5.00 per urn (approx. 30 cups)

**Contact**

Receptionist of each building for booking and after-hours access.

Regina	1860/70 Lorne Street	780-9300
	2205 Victoria Avenue	780-9200
Saskatoon	510 Cynthia Street	975-0800

A payroll service is provided for all groups that receive funding from the Saskatchewan Lotteries Trust Fund. Issuance of payroll cheques for salaried, hourly, full or part time employees can be arranged including regular pay, vacation pay, overtime and/or retroactive pay.

This service includes calculations of all CPP, EI, Income Tax and benefit deductions and remittance of these deductions to the appropriate institutions. Included as well are provisions for T4 forms, records of employment, and verification of employment as required. Workers Compensation claim considerations and remittance is included with this service. Pay is distributed on the 15th and last day of the month by either regular cheques or by direct-deposit into a maximum of two bank accounts.

### Procedure

Contact the Payroll Officer. The Payroll Officer will forward a PAYROLL AUTHORIZATION FORM, a DIRECT DEBIT FORM, and TDI's to the association. Forms returned to the Payroll Officer will be processed for the next pay-day.

Payroll service charges are billed quarterly to customers on their Administration Center Statements. Direct debit of the full employer cost of payroll from the association's bank account will occur on the same day as payroll cheques are paid. A detailed record is provided to each association and respective employee including deduction breakdown, amounts collected, and amounts paid to employees.

Changes in status (ie. pay changes, terminations) of employees on payroll must be done with a PAYROLL AUTHORIZATION FORM before payroll cut-off date. There is a charge for late changes.

A comprehensive benefits and Group Pension Plan is available to those who use the payroll service. For more information contact Bev Badiuk at 780-9327.

### Contact

Regina or Saskatoon - Payroll Officer - Bev Badiuk	780-9327
Fax	780-9802

### Cost

One time set up charge	\$15.00
Reinstatement	\$10.00
Cheques - \$3 per pay cheque (salaried)	\$6 per pay cheque (hourly)
Benefits administration (pension/group insurance)	\$3.00 per pay cheque
Record of Employment	\$5.00
Late changes, special requests, stop payments, deposit recalls	\$12.00
Manual cheques	\$15.00
T4/T4A – Statement of Remuneration Paid	\$3.00

Photocopying services are provided in each of the Centers for resident and non-resident use. Unauthorized photocopying equipment is not allowed in any of the Centers.

**Procedure**

Contact Cathy McDougall in Regina at 780-9373 and Nicole Weigel in Saskatoon at 975-0800 to get a photocopier access code. This number will allow you to access all functions of the copier. The copiers automatically tabulate the number of copies made on each account. White paper is stored in each of the photocopier areas and is for use with the photocopiers **only**. (Colored paper may be purchased from the Printshop in Regina.)

Please keep in mind that the copiers are intended for low volume use. An amount over 100 copies should be sent to the Printshop for copying (Regina only).

**Location**

Saskatoon	510 Cynthia Street	Main Floor and Second Floor
Regina	1870 Lorne Street	Main and Second Floor
	1860 Lorne Street	Main Floor
	2205 Victoria Avenue	Second Floor and Basement

**Key Operator Contacts** - in the event of problems contact the following:

Saskatoon	510 Cynthia Street	Nicole Weigel	975-0800
Regina	1860 Lorne Street	Sherrie Mitchler	780-9304
	1870 Lorne Street	Main Floor/Second Floor Sherrie Mitchler	780-9304
	2205 Victoria Avenue	Rich Petroski	780-9285

**Cost**

\$ .06/copy

In Saskatoon once you reach 1,000 copies in any given month all copies are charged at \$.05/copy for that month.

There is also photocopying available from the Printshop for \$ .05/copy.

Printing Services provides a total printing service available for all resident and non-resident organizations.

## **SERVICES AVAILABLE**

### **Graphics**

- Graphic consultation and assistance in preparing material for reproduction. (Design, layout, desktop publishing)
- Assistance in assembly of material in appropriate format for reproduction. (Paste-up of typed, set or drawn copy. Reductions or enlargements. Documents from computer disk or camera-ready originals.)

### **Reproduction**

- Reproduction services are provided by the method of offset printing (black and coloured), photocopying on a high speed copier.
- Collating and stitching
- Paper cutting, trimming, drilling, three hole punching, folding - letter fold, etc.
- Cerlox or coil binding
- Laminating
- All others charged as per job specifications.

### **Color Copying**

- From 8 ½ X 11 to 12 X 18
- Full color copies
- Printing can be from an existing copy or a disk
- For more information, contact Printing Services at 780-9210

### **Internet Services**

- Web design
- Web updating
- Logo design

### **Procedure**

Order forms are available and should be completed and signed by the user. Errors or omissions on the order forms are the responsibility of the customer. Non-resident customers that leave work with the word processing staff for typing prior to printing must complete both typing and printing work orders at that time. Special instructions must be written on these orders. When the job is completed, it will be distributed as designated.

All orders requiring graphic work should be brought to the Printing Services Coordinator, where the details of the work to be performed will be discussed. A work order will then be filled out.

Progress reports are available from the Printing Services Coordinator.

Time required for processing orders is dependent on both the number of orders on hand as well as the actual time required for the job to be performed. Photocopying is generally same or next day service. For graphic and printing services call the printshop to book time for your job. Jobs can be classified as follows:

- Notices, form letters, memos, instructions, and similar “short order” items (no stapling required)
- Reports, minutes, bulletins (stapling required)
- Folders, brochures, posters, forms, tickets, annual reports
- Newsletters, manuals, books, envelopes, and coloured work
- Items requiring art work, paste-up, etc.

When an order is placed by the customer, it is imperative that an actual deadline is indicated on the order form. This helps us to plan our work to meet your needs.

**Location and Contact**

Regina 111 – 2001 Cornwall Street  
Printing Services Coordinator - Aron Schmidt  
Ph: 780-9210  
Fax: 780-9271  
Email: [adminprint@sasktel.net](mailto:adminprint@sasktel.net)  
[aschmidt@sasksport.sk.ca](mailto:aschmidt@sasksport.sk.ca)  
[www.adminprint.ca](http://www.adminprint.ca)

**Cost**

Graphic and reproduction services are charged back at an hourly rate.

Outside services are charged back at cost plus a handling charge.

Materials are charged at a standard rate for common items or cost plus handling charge for special items.

High speed copying is charged at \$.05 per copy.

The Centers provide an integrated business telephone network (Centrex) to each of the buildings. Each organization has a direct line into their offices as well as provisions for various services. A brochure is available from SaskTel for directions on using all services.

It is recommended that residents acquire a service such as Message Manager(SaskTel) or get an answering machine as the Centers' receptionist is only intended to direct traffic and handle emergency calls.

Non-residents can acquire a telephone number on the centrex system and thereby access the centrex services at the contract price.

### **Trouble**

Equipment	Call SaskTel 611 (Centrex Repair)
System	Contact: Regina Kevin Gilroy/Murray Duke Saskatoon Janelle Leik

### **Billing**

Each organization receives a monthly bill directly from SaskTel for long distance, rental and service charges. Each organization with a centrex number is eligible for SaskTel's discount rates on long distance calls.

Backup receptionist	\$10.00/line/month
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### **Contact**

Service provision changes - contact SaskTel directly; Saskatoon	931-5393
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Moves, installs, disconnects – contact:	
Regina	Murray Duke 780-9377
Saskatoon	Janelle Leik 975-0820

Word-processing services are available to both resident and non-resident organizations.

**Procedure**

All work submitted should be organized and roughly typed or written LEGIBLY. Word-Processing Work Orders should be filled out with all pertinent information. All work (except for **RUSHES** — a one or two page job required immediately) will be handled on a first come, first served basis. During peak periods, word-processing jobs take priority over photocopying or stuffing envelopes.

**Location and Contact**

Regina	1860/1870 Lorne Street - Front Desk	780-9300
	2205 Victoria Avenue - Front Desk	780-9200

Saskatoon	510 Cynthia Street - Front Desk	975-0800
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<b>Cost</b>	\$20.00 per hour
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**Hours of Operation**

The Centers are accessible to the public from 8:30 a.m. to 5:00 p.m., Monday to Friday. Residents may access the facilities outside office hours by the use of a security access card. Resident access to the Regina buildings is prohibited between 11:00 p.m. and 7:00 a.m. every day of the week. The Saskatoon building has 24 hour access for residents.

**Holidays**

We observe the following holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on a Saturday or Sunday, either the preceding Friday or subsequent Monday will be designated.

Hours of operation may be altered due to severe weather conditions.

**Restrictions**

Smoking is not permitted in any areas of the buildings.

Liquor is allowed in the Centers only under special circumstances. Written requests should be forwarded to the Administration Manager prior to the event. The Manager will advise the insurance carrier of the circumstances of the event.

**Residents' Representative**

A resident representative is elected in each building by the residents of that building. They are responsible to: hold regular residents' meetings and to take the information from those meetings to the Advisory Committee; attend and vote at the Advisory Committee meetings; and to disseminate information from the committee meetings back to the residents.

**Fire Protection**

Exit maps are installed in all areas. Fire marshals/deputies are appointed for each floor or specific area of each building. Each building is fitted with an appropriate number of fire extinguishers, emergency lights and/or fire pull stations.

**IN CASE OF FIRE**

1. If you see a fire, sound the alarm.
2. Commence evacuation. Fire marshals/deputies will assist in ensuring that all persons have properly exited the building.
3. Proceed to the designated location for roll call.

**I. OFFICE****Availability**

Office space is allocated to lottery funded agencies in the following order of priority:

1. Provincial Governing Bodies
2. Sport, Culture and Recreation Districts
3. Community Associations

Other non-profit organizations may apply and will be assessed on an individual basis. When competition for the same space arises, the Administration Center reserves the right to prioritize tenants based on need.

All resident organizations must sign a lease with a 30 day contract release. Any changes to the leased space will be finalized with a "Lease Amendment Form".

**Procedure**

- a. Contact Kevin Gilroy/Murray Duke to view space in Regina, and Ron Thompson/Janelle Leik to view space in Saskatoon.
- b. Choose space most suited to your organization's needs.
- c. The Administration Center will supply you with two copies of a lease (fiscal year end March 31st).
- d. Have both copies of lease signed by appropriate officials of your organization and affix company seal (if available).
- e. Return one copy to Kevin Gilroy.

**Location and Contact**

Regina	Kevin Gilroy Murray Duke 2205 Victoria Avenue, S4P 0S4 1860/1870 Lorne Street, S4P 2L7	780-9319 780-9377
Saskatoon	Ron Thompson/Janelle Leik John V. Remai Center 510 Cynthia Street, S7L 7K7	975-0821

**Cost** \$16.60/ft<sup>2</sup>/yr.

**II. STORAGE SPACE**

Storage space is provided for users of the Centers for file and equipment storage. Various types of secured and non-secured areas are available to suit your needs.

**Location**

Available in each Center.

**Cost**

Open Area (Regina)	\$3.40/ft <sup>2</sup> /yr.
Shelf Units (Regina)	\$8.50/month

The following types are available in Saskatoon only:

Warehouse Storage Cage	\$33.90/month
10 sq ft Storage Room (Saskatoon)	\$4.00/month

**III. PARKING SPACES**

Parking is at a premium at the Regina buildings and readily available in Saskatoon. All parking stalls are electrified.

**Cost**

Regina	\$66.30/month
Saskatoon	\$25.10/month

The Centers have a main reception area. This area will be maintained during office hours by a receptionist who will:

- receive deliveries and direct to appropriate areas
- direct traffic
- book boardrooms/audio video equipment/teleconferencing equipment
- word processing/secretarial services

### **Procedure**

There are “In/Out” boards in Saskatoon and 2205 Victoria which assist the receptionist in handling your visitors. Kindly mark your appropriate status. Should you be away for more than a day, please inform the receptionist and ensure that you place an appropriate message on your voicemail or answering machine.

### **Location and Contact**

There is a receptionist at the main entrance of each Center with the exception of 1860 Lorne Street. These entrances are open to the general public. All other entrances must be accessed through the security system.

Regina	1860/70 Lorne Street 2205 Victoria Avenue	780-9300 780-9200
Saskatoon	510 Cynthia Street	975-0800

**I. BUILDING**

Each Center is equipped with a security system as well as a card access system for after hours entry.

**Procedure****Regina**

- The card assigned to you will allow you to open the main entrance of 2205 Victoria Avenue or the South entrance of 1870 Lorne Street and South side door of 1860 Lorne Street during the operational hours (7:00 a.m. to 11:00 p.m.). Contact the receptionist to have your card input into the system at either location or both.
- The front vestibule doors at 1860 and 1870 Lorne have been locked to provide extra security for residents. To receive the access code and further information, please contact Kevin Gilroy at 780-9319 or Murray Duke at 780-9377.

**Saskatoon**

- The card assigned to you will open the north door and the west door.

**Cost**

One card/key allocated per association at no charge. Fee of \$10.00 required for extra cards/keys.

**II. OFFICE**

Resident associations are provided with one key to their private offices. These may be duplicated at the discretion of the Association.

As a precaution, residents should:

- a. Not leave personal belongings unattended.
- b. Lock all valuables in desk or credenza.
- c. Lock office doors when leaving.
- d. Report any lost or stolen articles immediately to Administration Center staff.

### III. PROPERTY INSURANCE

The Centers carry an insurance policy covering normal office contents only. i.e. desks, chairs, tables, computers, typewriters, fax machines, stationery. These items are also covered if they are in storage in one of our facilities. Residents must purchase separate coverage for non-office items. i.e. sporting equipment, rule books, promotional items, uniforms, scoreboards, whistles, museum collections etc. whether or not they are in the office or in storage.

Insurance covers loss by vandalism, fire and theft, but not for loss by mysterious disappearance (disappearance with no signs of theft or forced entry). Coverage is based on replacement cost.

#### **Procedure**

A list of office contents must be supplied to the Administration Centers, and updated as necessary. This should be forwarded to Murray Duke at 1870 Lorne Street in Regina.

**I. JANITORIAL**

A janitorial service is provided for day-to-day cleaning, vacuuming, dusting and trash disposal. Please contact building representatives or Kevin Gilroy/Murray Duke in Regina or Ron Thompson/Janelle Leik in Saskatoon for comments and/or a complete listing of cleaning schedules.

**Cost**

All costs are assumed by the Administration Centers.

**II. OFFICE WASTE RECOVERY PROGRAM**

The Centers strive to contribute to the preservation of our natural resources. The buildings provide paper, cardboard, pop bottle and drink can collection depots for recycling.

**Procedure**

- Deposit your items in receptacles provided.
- A paper shredder is available for sensitive documents.
- The paper bins and cardboard containers are emptied regularly

**Location**

Containers are located throughout the buildings.

**III. GENERAL UPKEEP**

The janitorial service is responsible for light bulb replacement and building cleaning, including stocking of paper supplies in washrooms.

Bulletins and posters may be posted only in designated spaces in common areas. Information posted in non-designated areas common areas or on windows or doors may be removed.

The tenant is responsible for the condition of their office. When a tenant vacates an office, the Administration Center staff will perform an inspection of the premises.

If it is determined that the office walls or floors require repairs beyond normal wear and tear, the Administration Center will have the necessary work completed and will instruct the accounting department to charge the tenant for the repairs. This decision is at the discretion of the Administration Manager.

**Cost**

No common area costs for tenants.

**IV. STAFF LOUNGE/KITCHEN**

Staff lounges or kitchens are provided for resident use. Facilities may include a fridge, microwave, sink, dishes, pop machine, snack machine, water cooler, etc.

**Procedure**

The staff lounges/kitchens are provided on the basis that users will assume responsibility for:

- Dishes washed and put away.
- Electrical appliances turned off and returned to original location.

**Location**

Saskatoon Main Floor

Regina 1870 Lorne Street

- Second Floor and Lower level (also serves as a boardroom)

1860 Lorne Street

- Facilities provided at 1870 Lorne

2205 Victoria Avenue

- Main Floor (kitchen only)

**SCHEDULE OF ADMINISTRATION CENTER COSTS**

**2011/12 PRICES**

Services available in both Regina and Saskatoon, unless indicated.

**Annual Account Maintenance Fee** \$30.00

**Boardroom**

Regina	1870 Lorne St Lower Level	\$18.10
	1870 Lorne St Main	\$42.40
	2205 Victoria Ave #1 or #2	\$30.20
	2205 Victoria Ave #3	\$18.10
	2205 Victoria Ave, all 3 sections	\$42.40
Saskatoon	#122, #123, or #140	\$30.20
	#122 & #123	\$48.20

**Accounting/Bookkeeping Services**

Data entry and statement preparation \$20.00/hour

**Fax**

No charge for using this service to organizations with an active billing account.

**Mail**

- Regular postage Cost of postage + 10% of postage cost
- Publications Mail Cost of postage + 5% of postage cost

**Photocopy**

- Self Serve \$0.06/copy
- In Saskatoon when you reach over 1,000 copies in a month you receive all copies for that month at \$0.05/copy, however if you only have 1,000 copies or less in a month then copies are charged at \$.06/copy.
- Regina Printing Services \$0.05/copy

**Parking**

- Regina \$66.30/month
- Saskatoon \$25.10/month

**Payroll (billed quarterly)**

- Per cheque issuance (salaried)	\$3.00
- Per cheque issuance (hourly)	\$6.00
- Benefits administration (pension and/or group insurance) per cheque issuance	\$3.00
- Set up fee per employee, manual cheques	\$15.00
- Reinstatement	\$10.00
- Late changes, special requests, stop payments, deposit recalls	\$12.00
- Record of Employment	\$5.00
- T4, T4As	\$3.00
- 3 <sup>rd</sup> party cheques	\$10.00

**Rent**

Office	\$16.60/sq.ft./year
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**Security**

Extra Access Cards	\$10.00/card
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**Storage**

- Regular Storage (Regina)	\$3.40/sq. ft./year
- Shelf Units (Victoria)	\$7.17/month
- Shelf Units (1/2) (Victoria)	\$5.70/month
- Warehouse Storage Cage (Saskatoon)	\$33.90/month
- 10 sq ft storage room (Saskatoon)	\$4.00/month

**Video Conferencing**

- First hour	No charge
- 1 - 3 hours	\$50.00
- Over 3 hours	\$100.00

These are in addition to normal boardroom booking charges.

**Word-processing**

\$20.00/hour

**ALL PRICES QUOTES ARE SUBJECT TO GST AND PST (where applicable), WHICH IS NOT INCLUDED IN THE QUOTED PRICE.**

Prices may be subject to change since the printing of this document. Should this be the case, customers will be notified, in writing, of the changes.

**Building Maintenance**

Regina	Kevin Gilroy/Murray Duke	780-9319/780-9377
Saskatoon	Ron Thompson/Janelle Leik	975-0821/975-0820

**Accounting/Bookkeeping Services**

Financial Comptroller	Salina Barry	780-9306
Financial Services Coordinator	Debbie Head	780-9331

**Billings**

Financial Comptroller	Salina Barry	780-9306
Accounts Receivable	Cathy McDougall	780-9373
Accounts Payable	Lavinia Ambrus	780-9321

**Mail - outgoing**

Regina	780-9210
Saskatoon	975-0810

**Payroll Services**

Payroll Officer	Bev Badiuk	780-9327
Pension and Benefits Administration	Bev Badiuk	780-9327

**Photocopy Key Operators**

Saskatoon	510 Cynthia Street - Nicole Weigel	975-0800
Regina	1860 Lorne Street - Sherrie Mitchler	780-9304
	1870 Lorne Street - Sherrie Mitchler/reception	780-9304/300
	2205 Victoria Avenue - Rich Petroski	780-9285

**Printing Services**

Printing Services Coordinator	Aron Schmidt	780-9210
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**Reception**

Receptionist	510 Cynthia Street Leanne McLean	975-0800
Receptionist	2205 Victoria Avenue Debbie Sullivan	780-9200
Receptionist	1870 Lorne Street Amanda Babey	780-9300

**Building Representatives**

Saskatoon	510 Cynthia Street Anna-Beth Zulkoskey	975-0822
Regina	1860 Lorne Street Lorelie DeRoose	780-9243
	1870 Lorne Street Devin Masch	757-9225
	2205 Victoria Avenue Scott Julé	780-9446

**Resident Services**

Regina	Kevin Gilroy Murray Duke	780-9319 780-9377
Saskatoon	Ron Thompson Janelle Leik	975-0821 975-0820

**Word-processing Services**

Administration Assistant	Regina - Debbie Sullivan	780-9200
Administration Assistant	Saskatoon	975-0800

**LCD Projector Rental**

Saskatoon	Reception	975-0800
Regina	Reception	780-9300

The Administration Center for Sport, Culture and Recreation (1989) Inc. is not responsible for any loss or damage suffered by any person or property for any reason, whatsoever, including negligence on the part of the Administration Center, its agents or employees and volunteers.

Groups renting the boardroom(s) assume all risks involved in renting this facility, and as such, relieve the Administration Center of all liability for losses and damages of every description.

Please recycle after use.

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