



**SASK SPORT**

## **Admin Centre for Sport, Culture and Recreation**

**2025-26**

# **SERVICES MANUAL**

## INTRODUCTION

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Welcome to the Admin Centre for Sport, Culture and Recreation. The purpose of the Centres 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 Centres 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 Admin Centre Committee reserves the right to change and make exceptions to policies governing the Centres and the services.

Direct all questions to the Administration Manager,  
Curtis Markewich at 306.780.9311.

The Centres are partly dependent upon the Sask Lotteries Trust Fund for Sport, Culture and Recreation for financial support. The balance of funds are 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: [sasksport.ca/member- services/admin-centre-services](https://sasksport.ca/member-services/admin-centre-services).

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The Admin Centre for Sport, Culture and Recreation was established to provide services to non-profit organizations in sport, culture and recreation. Like most service organizations, the Admin Centre was established based on a 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 Schools Athletic Association, Saskatchewan Parks and Recreation Association and the Saskatchewan Amateur Hockey Association.

The organization became known as the Administration Centre for Sport, Culture and Recreation in 1979. On April 1, 1989, the Centres became a subsidiary of Sask Sport and the company was renamed the Administration Centres for Sport, Culture and Recreation (1989) Inc. ("the **Admin Centre**"). The Centres have grown to house over 70 organizations.

The Centres are managed by a committee composed of:

- Two representatives from each of the three global organizations (SaskCulture, Sask Sport and Saskatchewan Parks and Recreation Association)
- One resident representative from each of the buildings operated by the Admin Centre.

Four buildings in Regina provide a total of over 35,000 square feet of 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 Admin Centre by filling out an application form (available from Accounts Receivable or [online](#)). 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 back-up documentation (Ex. courier waybills, etc.).

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

**Contact**

Taunny Bridge      [tbridge@sasksport.ca](mailto:tbridge@sasksport.ca)      306.780.9334

**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 each. Associations who register after September 30 will only be charged \$15 for that fiscal year.

Interest charges of one and a half per cent per month will be added monthly on any unpaid balance. In order to avoid interest charges, payments must be received by Accounting no later than the 30th.

Customers can pay their bill monthly by Preauthorized Payment directly from their bank accounts. Applications are available from Accounting or [online](#).

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

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

### **Procedure**

The accounting service is available to all provincial organizations who receive funding from the Sask Lotteries Trust Fund. To access any accounting services please contact Taralee Sentes at 306.780.9310 or [tsentes@sasksport.ca](mailto:tsentes@sasksport.ca).

The Admin Centre 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. 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 timetable.

GST and/or PST returns are filed monthly, quarterly or annually as required. Tax and Charity returns are filed annually once audit is complete.

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 the Regina and Saskatoon offices but can be provided to organizations across the province.

**Cost****\$40/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 T-Force 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 Admin Centre 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 Street	306.780.9300
	2205 Victoria Avenue	306.780.9200
	Mosaic Stadium	306.780.9383
Saskatoon	510 Cynthia Street	306.975.0800

**Cost**

The Admin Centre works directly with Corpex Courier for city-wide delivery within Regina and with Custom Courier for city-wide delivery within Saskatoon. All other companies are at market rates.

In Regina, associations will be billed directly by courier companies. In Saskatoon, Admin Centre monthly statements will include charges and the waybills supporting these charges.



A fax machine is available in each of the Regina Admin Centre buildings for the users with an active billing account. Fax machines are integrated with one of the photocopiers in each Regina building.

### Procedure

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

**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.

3. Incoming faxes are transmitted directly to the receptionist at that building. Faxes are emailed directly to the organization by the receptionist.

### Location and Fax Numbers

#### Receptionist

Regina	1860/70 Lorne Street - Front desk	306.781.6021
	2205 Victoria Avenue - Second floor	306.525.4009
	Mosaic Stadium	306.780.9480

### 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 and 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 pick-up areas. Mail is picked up at 1 p.m. at 1870 Lorne Street and 1:45 p.m. at 2205 Victoria Avenue daily. Mosaic Stadium pick up is at 11 a.m. and 2 p.m. daily. In Saskatoon, mail must be delivered to the mail room by 2 p.m. daily.

- All mail with a cheque or confidential information included in the envelope must be sealed by the sender.
- #10 sized envelopes can be sealed on postage machine while affixing postage and do not require the flaps nested. Note: In Regina, if submitting envelopes that are nested, please ensure that all are nested properly as the mail machine cannot process nested/non-nested simultaneously. In Saskatoon, envelopes cannot be nested or machine will not seal properly.
- **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 and newsletters contact Aron Schmidt at 306.780. 9210 or [aschmidt@sasksport.ca](mailto:aschmidt@sasksport.ca)

### **Cost**

All regular postage used for mailing is charged back monthly to the customer at full cost plus a ten per cent handling fee.

Publications and bulk mailouts are charged at full cost plus a ten per cent 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 Street	306.780.9300
	2205 Victoria Avenue	306.780.9200
	Mosaic Stadium	306.780.9383
Saskatoon	510 Cynthia Street	306.975.0800

Meeting rooms are available by reservation at the following locations:

- 1870 Lorne Street, Regina
- 2205 Victoria Avenue, Regina
- Mosaic Stadium, Regina
- 510 Cynthia Street, 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 available at no extra charge with room booking includes: TV, flipchart, teleconferencing equipment, LCD projector and laptops. Equipment varies at each facility. Please notify reception of your needs at the time of booking as certain rooms require equipment set-up.

LCD projectors are also available for rental in both Regina and Saskatoon for meetings outside the buildings. This is an excellent tool to use for presentations and are available at a charge of \$50/day. Please contact 306.780.9300 to rent the unit in Regina, or 306.975.0800 in Saskatoon.

LCD projectors are inspected upon return to ensure all cords are returned with the unit. There will be a fee charged for missing cords or damage to the units.

Cancellation of reservations must be received at least 48 hours in advance. A cancellation fee of \$25 is charged if cancellation occurs after deadline.

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 Admin Centre. Extra costs incurred are assumed by the user organization.

## Video Conferencing

Video Conferencing is available in both Regina and Saskatoon:

- 1870 Lorne Street, Regina - Main Floor Boardroom
- Mosaic Stadium, Regina - Main Floor Boardroom
- 510 Cynthia Street, Saskatoon - Main Floor Boardroom 140
- 510 Cynthia Street, Saskatoon - Second Floor Boardroom 201

Video conference fees are based on the length of boardroom booking and are as follows:

- First hour - No charge
- One to three hours - \$50
- Over three hours - \$100

The fees listed above are in addition to normal boardroom booking charges.


## Cost

Per booking rates. After hours an access card is required to enter all buildings. At 2205 Victoria Avenue, a key for the boardroom is also required.


**Regina:** Available 8 a.m. - 11 p.m. daily, including holidays

### 2205 Victoria Avenue

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


 All three sections - 35 to 50 people	\$65
Two sections - Up to 20 people	\$55
One section - Up to 10 people	\$27.50

### 1870 Lorne Street

 <b>Main Floor</b> - Up to 20 people	\$55
Video Conference available	

<b>Lower Level</b> - Up to 10 people	\$27.50
No Video Conference available	


### Mosaic Stadium - 1734 Elphinstone Street


 Video Conference available	
Two sections - Up to 20 people	\$55
One section - Up to 10 people	\$27.50

**Saskatoon:** Available 8 a.m. - 11 p.m. daily, including holidays.

**510 Cynthia Street**

**Main Floor Room 122 and 123** (can be divided into two sections)

 <i>No Video Conference available</i>	
Two sections - Up to 40 people	\$65
One section - Up to 20 people	\$55

 <b>Main Floor Room 140</b> - Up to 20 people	\$55
<i>Video Conference available</i>	

<b>Second Floor Room 201</b> - Up to 20 people	\$55
<i>Video Conference available</i>	

**Coffee Service**

\$5 12-cup coffee maker.

**Contact**

Regina	1860/70 Lorne Street	306.780.9300
	2205 Victoria Avenue	306.780.9200
	Mosaic Stadium	306.780.9383
Saskatoon	510 Cynthia Street	306.975.0800

The contact at each building can support bookings as well as provide customers with after-hours passes needed for boardroom use.

**Online Booking:** Please contact receptionist if your organization would like to have users set-up for the online booking system.

A payroll service is provided for all groups that receive funding from the Sask 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 Payroll. Payroll will forward a payroll authorization form, a direct debit form and TD1's to the association. Forms returned to the Payroll Supervisor will be processed for the next pay-day.

Payroll service charges are billed directly to customers on their semi-monthly payments for total employee costs. 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 (Ex. pay changes, terminations) of employees on payroll must be done with a payroll authorization form before payroll cut-off date.

A comprehensive Benefits and Group Pension Plan is available to those who use the payroll service. For more information contact Brandi Garrioch at 306.780.9327.

**Contact**

Brandi Garrioch	<a href="mailto:bgarrioch@sasksport.ca">bgarrioch@sasksport.ca</a>	306.780.9327
	Fax	306.780.9802

**Cost**

Per employee/month	\$23.50
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The Printshop 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 (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 photocopier.
- Collating and stitching
- Paper cutting, trimming, drilling, three-hole punching, folding - letter fold, etc.
- Coil binding
- Laminating
- All others charged as per job specifications.

### **Color Copying**

- From 8.5x11 to 12x18
- Full color copies
- Printing can be from an existing copy or an electronic file.
- For more information, contact Printing Services at 306.780.9210

### **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 employees 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 Manager, 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 Manager.

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**

111 - 2001 Cornwall Street, Regina

Printing Services Manager - Aron Schmidt

Phone: 306.780.9210

Fax: 306.780.9271

Email: [adminprint@sasktel.net](mailto:adminprint@sasktel.net) or [aschmidt@sasksport.ca](mailto:aschmidt@sasksport.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 Centres 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 Centres 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 System	Call SaskTel 611 (Centrex Repair) Contact: Regina - Rhonda Newton Saskatoon - Janelle Leik
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**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.

**Contact**

Service provision changes	
Contact SaskTel directly	1.855.295.5245

**Regina**

Rhonda Newton	<a href="mailto:rnewton@sasksport.ca">rnewton@sasksport.ca</a>	306.780.9308
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**Saskatoon**

Janelle Leik	<a href="mailto:jleik@sasklotteries.ca">jleik@sasklotteries.ca</a>	306.975.0820
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**Hours of Operation**

The Centres are accessible to the public from 8:30 a.m. - 4:30 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 buildings is prohibited between 11:30 p.m. and 6 a.m. in Regina and 11 p.m. and 5 a.m. in Saskatoon. One exception to these hours is the Mosaic stadium office space. This building has 24-hour access for residents and is closed to the public from 12 - 1 p.m. daily.

**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
- National Day for Truth and Reconciliation
- 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.

**Restrictions**

Smoking or vaping is not permitted in any areas of the buildings. Local bylaws will also be adhered to regarding smoking or vaping outside any doorway, window or air intake of Admin Centre facilities.

No animals, with the exception of service animals, are permitted on the premises.

Liquor is allowed in the facilities only under special circumstances.

Written requests should be forwarded to the Administration Manager prior to the event. The Administration Manager will advise the insurance carrier of the circumstances of the event.

**Residents' Representative**

The resident representatives are intended to represent and convey residents' concerns and specifically:

- Consult with residents prior to Admin Centre Committee meetings.
- Attend Admin Centre Committee meetings.
- Convey the concerns of residents, on the operation of the Admin Centre, to the Committee and in turn keep residents informed of the decisions made by the Committee that affects 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 groups in the following order of priority:

1. Provincial Organizations
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 Admin Centre 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 Rhonda Newton to view space in Regina and Janelle Leik to view space in Saskatoon.
- b. Choose space most suited to your organization's needs.
- c. The Admin Centre will supply you with an electronic copy of the lease (fiscal year end March 31).
- d. Have the lease signed by appropriate representatives of your organization.
- e. Return a signed copy to appropriate Admin Centre contact.

**Location and Contact**

Regina	Rhonda Newton - <a href="mailto:rnewton@sasksport.ca">rnewton@sasksport.ca</a> 2205 Victoria Avenue 1860/1870 Lorne Street Mosaic Stadium	306.780.9308
Saskatoon	Janelle Leik - <a href="mailto:jleik@sasklotteries.ca">jleik@sasklotteries.ca</a> John V. Remail Center 510 Cynthia Street	306.975.0820

**Cost**

\$23.20/ft<sup>2</sup>/yr



**II. STORAGE SPACE**

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

**Location**

Available in each Centre.

**Cost**

Open Area (Regina)	\$4.85/ft <sup>2</sup> /yr.
Shelf Units (Regina)	\$11.75/month
Shelf Units - Half (Regina)	\$7.90/month
Office Storage (Saskatoon)	\$5.50/10ft <sup>2</sup> /month

The following types are available in Saskatoon only:

Warehouse Storage Cage	\$47/month
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**III. PARKING SPACES**

There are a limited number of parking spaces available at the Regina and Saskatoon buildings. All parking stalls are electrified.

**Cost**

Regina	1860 Lorne Street	\$90/month
	1870 Lorne Street	
	2205 Victoria Avenue	
	Mosaic Stadium	\$35.50/month
Saskatoon		\$35.50/month

The Centres 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

### **Location and Contact**

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

Regina	1860/70 Lorne Street	306.780.9300
	2205 Victoria Avenue	306.780.9200
	Mosaic Stadium	306.780.9383
	(1734 Elphinstone Street)	
Saskatoon	510 Cynthia Street	306.975.0800

**I. BUILDING**

Each Centre 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 (6 a.m. - 12 p.m. daily). Contact the receptionist to have your card input into the system at either location or both.
- The front vestibule doors at 1860/1870 Lorne St. and 2205 Victoria Ave. have been locked to provide extra security for residents. To receive the access code and further information, please contact Curtis Markewich at 306.780.9311 or Rhonda Newton at 306.780.9308.

**Saskatoon**

- The card assigned to you will open the North door and the West door during the operational hours (5 a.m. - 11 p.m. daily).

**Cost**

One card/key allocated for each employee of an association at no charge or a one-time, non-refundable fee of \$10 required for extra cards/key fobs.

**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:

- Not leave personal belongings unattended.
- Lock all valuables in desk or credenza.
- Lock office doors when leaving.
- Report any lost or stolen articles immediately to the Administration Manager.

### **III. PROPERTY INSURANCE**

The Centres carry an insurance policy covering normal office contents only (Ex. desks, chairs, tables, computers, 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 (Ex. 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 Admin Centre upon request and updated as necessary.

**I. JANITORIAL**

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

**Cost**

All costs are assumed by the Admin Centre.

**II. OFFICE WASTE RECOVERY PROGRAM**

The Centres 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 (Regina only) 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, employees of the Admin Centre 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 Admin Centre will have the necessary work completed and will instruct Accounting 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. EMPLOYEE LOUNGE/KITCHEN**

Employee 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 employee 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 their original location.
- Microwaves cleaned after each use.

### **Location**

Saskatoon	Main Floor
Regina	1870 Lorne Street Second Floor and Lower level
	1860 Lorne Street Facilities provided at 1870 Lorne
	2205 Victoria Avenue Main Floor (kitchen only)
	Mosaic Stadium Main Floor

## SCHEDULE OF ADMIN CENTRE COSTS

### 2025-26 PRICES

Services available in both Regina and Saskatoon, unless indicated.

<b>Annual Account Maintenance Fee</b>		<b>\$30</b>
<b>Boardroom</b>		
Regina	1870 Lorne Street Lower Level	\$27.50
	1870 Lorne Street Main	\$55
	2205 Victoria Avenue, one section	\$27.50
	2205 Victoria Avenue, two sections	\$55
	2205 Victoria Avenue, three sections	\$65
	Mosaic Stadium, one section	\$27.50
	Mosaic Stadium, two sections	\$55
Saskatoon	Room 122 or 123	\$55
	Room 122 and 123	\$65
	Room 140 or 201	\$55

### Accounting/Bookkeeping Services

Data entry and statement preparation	\$40/hour
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### 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 + 10% of postage cost

### Photocopy

- |            |                    |
|------------|--------------------|
| Self-Serve | \$\$.08/copy       |
|            | \$\$.45/color copy |
- In Saskatoon when you reach over 1,000 copies in a month you receive all copies for that month at \$.07/copy, however if you only have 1,000 copies or less in a month then copies are charged at \$.08/copy.
  - Printing Services                      \$.05/copy

**Parking**

- Regina \$90/month
- Saskatoon \$35.50/month
- Mosaic \$35.50/month

**Payroll (billed each pay)**

- Per employee/month \$23.50

**Rent**

Office \$23.20/sq.ft./year

**Security**

Extra Access Cards/Key Fob \$10/card

**Storage**

- Regular Storage (Regina) \$4.85/ft<sup>2</sup>/year
- Shelf Units (Victoria) \$11.75/month
- Shelf Units - Half (Victoria) \$7.90/month
- Warehouse Storage Cage (Saskatoon) \$47/month
- Office Storage (Saskatoon) \$5.50/10 ft<sup>2</sup>/month

**Video Conferencing**

- First hour No charge
- One to three hours \$50
- Over three hours \$100

These are in addition to normal boardroom booking charges.

**AV Equipment**

- LCD Projector \$50

**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	Rhonda Newton	306.780.9308
Saskatoon	Janelle Leik	306.975.0820

**Accounting/Bookkeeping Services**

CFO	Shauna Hubick	306.780.9309
Financial Services Regina	Taralee Sentes	306.780.9310
Saskatoon	Cara Hunchak	306.975.0838

**Billings**

CFO	Shauna Hubick	306.780.9309
Accounts Receivable	Taunny Bridge	306.780.9334
Accounts Payable	Jacquie Gallagher	306.780.9321

**Mail - Outgoing**

Regina	306.780.9210
Saskatoon	306.975.0800

**Payroll Services**

Payroll Supervisor	Brandi Garrioch	306.780.9327
Pension and Benefits	Brandi Garrioch	306.780.9327

**Photocopy Key Operators**

Saskatoon 510 Cynthia Street	Receptionist	306.975.0800
Regina 1860 Lorne Street	Receptionist	306.780.9300
1870 Lorne Street	Receptionist	306.780.9300
2205 Victoria Ave	Kathy Webster	306.780.9200
Mosaic Stadium	Neysa Strueby	306.780.9383

**Printing Services**

Printing Services Manager	Aron Schmidt	306.780.9210
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**Reception**

510 Cynthia Street	Karen Hoard	306.975.0800
2205 Victoria Avenue	Kathy Webster	306.780.9200
1870 Lorne Street	Marielle Escover	306.780.9300
Mosaic Stadium	Neysa Strueby	306.780.9383

**Building Representatives**

Saskatoon	510 Cynthia St.	Brian Lee	306.975.0841
Regina	1860 Lorne Street	Rebecca Magnus	306.780.9270
	1870 Lorne Street	Vacant	
	2205 Victoria Ave.	Stacey Silzer	306.780.9215
	Mosaic Stadium	Jordan Astrope	306.780.9353

**Resident Services**

Regina	Curtis Markewich	306.780.9311
	Rhonda Newton	306.780.9308
Saskatoon	Janelle Leik	306.975.0820

**AV Equipment Rental**

Saskatoon	Reception	306.975.0800
Regina	Reception	306.780.9300

**Employee Email Addresses**

Taunny Bridge	<a href="mailto:tbridge@sasksport.ca">tbridge@sasksport.ca</a>
Jacquie Gallagher	<a href="mailto:jgallagher@sasksport.ca">jgallagher@sasksport.ca</a>
Marielle Escover	<a href="mailto:mescover@sasksport.ca">mescover@sasksport.ca</a>
Brandi Garrioch	<a href="mailto:bgarrioch@sasksport.ca">bgarrioch@sasksport.ca</a>
Karen Hoard	<a href="mailto:khoard@sasksport.ca">khoard@sasksport.ca</a>
Shauna Hubick	<a href="mailto:shubick@sasksport.ca">shubick@sasksport.ca</a>
Cara Hunchak	<a href="mailto:chunchak@sasksport.ca">chunchak@sasksport.ca</a>
Janelle Leik	<a href="mailto:jleik@sasklotteries.ca">jleik@sasklotteries.ca</a>
Curtis Markewich	<a href="mailto:cmarkewich@sasksport.ca">cmarkewich@sasksport.ca</a>
Rhonda Newton	<a href="mailto:rnewton@sasksport.ca">rnewton@sasksport.ca</a>
Aron Schmidt	<a href="mailto:aschmidt@sasksport.ca">aschmidt@sasksport.ca</a>
Taralee Sentes	<a href="mailto:tsentes@sasksport.ca">tsentes@sasksport.ca</a>
Kathy Webster	<a href="mailto:kwebster@sasksport.ca">kwebster@sasksport.ca</a>

The Admin Centre for Sport, Culture and Recreation 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 Admin Centre, its agents, employees and volunteers.

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