SASK SPORT

Admin Centre for Sport, Culture and Recreation

2026-27

SERVICES MANUAL

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 Director of Operations, 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-hub/admin-centre-services

TABLE OF CONTENTS

History 1
Billing 2

SERVICES

Accounting/Bookkeeping 3
Courier 5
Fax 6
Mailing 7
Meeting Rooms 9
Payroll 12
Photocopying 14
Printing 15
Telephone 18

BUILDINGS

General Organization 19
Space Allocation 21
Reception 23
Security 24
Building Maintenance 26
Cost Summary 28
Employee Directory 31

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 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 Jamie Carroll at 306.780.9310 or jcarroll@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 $50/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

- Place documents in feeder tray.
- 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.
- 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 Monday-Thursday. Mosaic Stadium pick up is at 11 a.m. and 2 p.m. Monday-Thursday. 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

Cost
All regular postage used for mailing is charged back monthly to the customer at full cost plus a 10 per cent handling fee. Publications and bulk mailouts are charged at full cost plus a 10 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 layout after the meeting. A $50 cleaning fee may be charged if required.

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 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
- 510 Cynthia Street, Saskatoon - Main Floor Boardroom 140

Video conference fees are $50 per room used and in addition to normal boardroom 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 - 35 to 50 people $65
No Video Conference available

1870 Lorne Street

Main Floor - Up to 20 people $60
Video Conference available

Lower Level - Up to 10 people $30
No Video Conference available

Mosaic Stadium - 1734 Elphinstone Street

Main Floor – Up to 20 people $60
No Video Conference available

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)

	No Video Conference available	
	Two sections - Up to 40 people	$65
	One section - Up to 20 people	$50
	Main Floor Room 140 - Up to 20 people *Video Conference available*	$60
	Second Floor Room 201 - Up to 20 people *No Video Conference available*	$60

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 either by regular cheque or 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 bgarrioch@sasksport.ca 306.780.9327
Fax 306.780.9802

Cost

Per employee/month $24.25

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

Procedure
Contact Taunny Bridge in Regina at 306.780.9334 or tbridge@sasksport.ca and the receptionist in Saskatoon at 306.975.0800 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 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	Basement
	1860 Lorne Street	Main Floor
	2205 Victoria Avenue	Second Floor and Basement
	Mosaic Stadium	Main Floor

Key Operator Contacts: In the event of problems contact the following:

Saskatoon	510 Cynthia Street	306.975.0800
Regina	1860 Lorne Street	306.780.9304
	1870 Lorne Street Main Floor/Second Floor	306.780.9304
	2205 Victoria Avenue	306.780.9200
	Mosaic Stadium	306.780.9383

Cost $.08/copy and $.45/color copy
In Saskatoon once you reach 1,000 copies in any given month all copies are charged at $.07/copy for that month.

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 Printshop 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 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
Printshop Manager - Aron Schmidt
Phone: 306.780.9210
Fax: 306.780.9271
Email: adminprint@sasktel.net or 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	Call SaskTel 611 (Centrex Repair)
System	Contact: Regina - Curtis Markewich
	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.

Contact

Service provision changes
Contact SaskTel directly 1.855.295.5245

Regina

Curtis Markewich cmarkewich@sasksport.ca 306.780.9311

Saskatoon

Janelle Leik jleik@sasklotteries.ca 306.975.0820

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 Director of Operations prior to the event. The Director of Operations 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

- Contact Curtis Markewich to view space in Regina and Janelle Leik to view space in Saskatoon.
- Choose space most suited to your organization’s needs.
- The Admin Centre will supply you with an electronic copy of the lease (fiscal year end March 31).
- Have the lease signed by appropriate representatives of your organization.
- Return a signed copy to appropriate Admin Centre contact.

Location and Contact

Regina Curtis Markewich - cmarkewich@sasksport.ca
306.780.9311
2205 Victoria Avenue
1860/1870 Lorne Street
Mosaic Stadium

Saskatoon Janelle Leik - jleik@sasklotteries.ca
306.975.0820
John V. Remai Center, 510 Cynthia Street

Cost $24.00/ft^2/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)	$5.00/ft^2/yr
Shelf Units (Regina)	$12.25/month
Shelf Units - Half (Regina)	$8.25/month Office
Storage (Saskatoon)	$5.75/10ft^2/month

The following types are available in Saskatoon only:

Warehouse Storage Cage	$48.50/month

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	$92/month
	1870 Lorne Street	
	2205 Victoria Avenue	
	Mosaic Stadium	$37.50/month
Saskatoon		$37.50/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

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 (1734 Elphinstone Street)	306.780.9383
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 Street and 2205 Victoria Avenue 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.

Saskatoon

- The card assigned to you will open the north and west doors 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 Director of Operations.

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 Curtis Markewich 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 Director of Operations.

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

2026-27 PRICES

Services available in both Regina and Saskatoon, unless indicated.

Annual Account Maintenance Fee		$30
Boardroom		
Regina	1870 Lorne Street Lower Level	$30
	1870 Lorne Street Main	$60
	2205 Victoria Avenue	$65
	Mosaic Stadium	$60
Saskatoon	Room 122 or 123	$50
	Room 122 and 123	$65
	Room 140 or 201	$60

Accounting/Bookkeeping Services

Data entry and statement preparation $50/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 + 30% 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	$92/month
• Saskatoon	$37.50/month
• Mosaic	$37.50/month

Payroll (billed each pay)

• Per employee/month	$24.25

Rent

Office	$24.00/sq.ft./year

Security

Extra Access Cards/Key Fob	$10/card

Storage

• Regular Storage (Regina)	$5.00/ft^2/year
• Shelf Units (Victoria)	$12.25/month
• Shelf Units - Half (Victoria)	$8.25/month
• Warehouse Storage Cage (Saskatoon)	$48.50/month
• Office Storage (Saskatoon)	$5.50/10 ft^2/month

Video Conferencing	$50

This cost is 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	Curtis Markewich	306.780.9311
Saskatoon	Janelle Leik	306.975.0820

Accounting/Bookkeeping Services

CFO	Shauna Hubick	306.780.9309
Financial Services Regina	Jamie Carroll	306.780.9310
Saskatoon	Kelsie Tempel	306.975.0802

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 St.	Receptionist	306.975.0800
Regina	1860 Lorne St.	Receptionist	306.780.9300
	1870 Lorne St.	Receptionist	306.780.9300
	2205 Victoria Ave.	Receptionist	306.780.9200
	Mosaic Stadium	Receptionist	306.780.9383

Printing Services

Printing Manager	Aron Schmidt	306.780.9210

Reception

510 Cynthia Street	Lalena Simon	306.975.0800
2205 Victoria Avenue	Gaylene Mellon	306.780.9200
1870 Lorne Street	Naah Mbise	306.780.9300
Mosaic Stadium	Neysa Strueby	306.780.9383

Building Representatives

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

Resident Services

Regina	Curtis Markewich	306.780.9311
Saskatoon	Janelle Leik	306.975.0820

AV Equipment Rental

Saskatoon	Reception	306.975.0800
Regina	Reception	306.780.9300

Employee Email Addresses

Taunny Bridge	tbridge@sasksport.ca
Jamie Carroll	jcarroll@sasksport.ca
Jacquie Gallagher	jgallagher@sasksport.ca
Brandi Garrioch	bgarrioch@sasksport.ca
Shauna Hubick	shubick@sasksport.ca
Kelsie Tempel	ktempel@sasksport.ca
Janelle Leik	jleik@sasklotteries.ca
Curtis Markewich	cmarkewich@sasksport.ca
Naah Mbise	nmbise@sasksport.ca
Gaylene Mellon	gmellon@sshfm.com
Aron Schmidt	aschmidt@sasksport.ca
Lalena Simon	lsimon@sasksport.ca
Neysa Strueby	n.strueby@sasksoccer.com

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.