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| CITY OF APPLETON POLICY | | TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY | |
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I. Purpose

To provide a policy to equitably regulate space and administer user fees of pool facilities to public, private and/or community events users.

II. Policy

A. Management of facilities

1. City owned pool facilities (Erb and Mead Pools) shall be managed/maintained by the Appleton Parks and Recreation Department (APRD) for the benefit of the citizens of Appleton and the general public. Use shall be governed by the Health and Safety codes of the State of Wisconsin.
2. North, West and East High School Pools shall be managed in accordance with the agreement executed for the transfer of Badger Pool (Attachment A) between the City of Appleton and the Appleton Area School District (AASD).
3. Use of all three high school pools for APRD aquatic programs shall be coordinated through the AASD.
4. Scheduling priorities for pool facilities which are managed/maintained by the APRD:
 - a. All APRD programs will be the first programs scheduled.
 - b. AASD programs/athletic events will be the second priority in scheduling
 - c. Private and/or non-profit groups or organizations will be the last priority in scheduling.
5. The APRD reserves the right to deny programs and/or special events which conflict with existing programs, use of the facilities for an event that the facilities were not intended, or which would cause undue hardship on the facility and/or surrounding area.
6. The APRD reserves the right to schedule maintenance as needed at all facilities.

B. Use of facilities

1. Pool facilities shall be used for the purpose of providing activities including but not limited to: instructional programs involving water, open swim (water play), lap swim, water walking, exercise in the water, competitive swim and community special events.

2. Use of the pool facilities by private individuals or organizations for financial gain must be approved by the Parks and Recreation Committee and the Common Council.
3. Organizations and/or groups (i.e., swim teams) shall not use pool facilities during open and/or lap swim, except by written permission by the APRD. Organizations and/or groups using the pool facilities during public swim hours shall not compromise the use of the facility by the general public.
4. Swimming shall be the priority activity in the two lap lanes at Mead Pool. Both lap lanes will be cleared for lap swimming only when 3 or more swimmers wish to swim at one time. These two lap lanes will be available to swimmers at all times when lap swimmers are not present. (Resolution #63-R-02, October 2, 2002)

C. Rental of pool facilities

1. Erb and Mead Pools may be rented for exclusive use at the current rates. Rental rates shall be charged according to the current fees and charges for aquatic programs policy. Fees are to be charged at the set hourly rates for rental of the facility (including the manager), lifeguards, and the actual hourly rates for concession stand, special services and additional maintenance.
2. The time of rental will be within the following hours:
 Erb Pool: 7:00 a.m. – 10:45 p.m.
 Mead Pool: 7:00 a.m. - dusk
 Rental requests for hours beyond these times require approval from the Parks and Recreation Committee and the Common Council.
4. The minimum rental length is one and one-half hours if the time is scheduled either immediately before or after a scheduled public swim session. All other rentals shall be a minimum of two hours.
5. The rental of any pool facility includes use of the lobby, locker rooms, pool and all pool amenities. The facility fee includes the scheduling of a pool manager who opens the facility and remains at the site for the duration of the rental.
6. The Birthday Party rental is available at West Pool only and includes the use of the lobby for one hour, one helium party balloon and two adult open swim admissions. Open Swim admissions are paid individually. All Birthday Party rentals must immediately precede or follow an open swim session.
6. The number of lifeguards scheduled is dependent on the anticipated number of participants and the site amenities to be utilized.
7. The concession stand at Mead Pool may be utilized during the rental of the aquatic facility if arrangements are made with the concession contractor.
8. Food carry-ins are not allowed at any pool facilities, unless written permission is obtained from the Director of Parks and Recreation.
9. The sale of food and/or merchandise is prohibited unless permission is received from the Parks and Recreation Committee and Council. No concession permits will be issued that conflict with existing concession agreements or other park uses.
8. Alcoholic beverages are not allowed in any pool facilities.
9. The use of amplified sound must be requested at the time of reservation and approved by the Director of Parks and Recreation. All amplified sound must be

shut down by 9:00 p.m. It is the responsibility of the renter to keep the amplified sound at levels that meet the Health Department regulations.

10. The renter may provide their own Red Cross certified lifeguards. The guards must be pre-approved by the Director of Parks and Recreation or designee. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.
11. The renter agrees to replace or pay for the repair/replacement of any items damaged by persons in their party. The renter also agrees to pay for additional maintenance costs associated with more than normal facility maintenance caused by the rental party.
12. The City reserves the right to request a certificate of insurance from any party requesting to rent a pool facility.

D. Facility reservation and payment of rental fees

1. Reservations for rental of Erb and Mead Pools can be made up to 12 months in advance.
2. All applications for facility reservations must be made at least five (5) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$7.00 for the reservation.
3. Organizations/groups that have reserved pool facilities for special events shall have thirty (30) days after the date of the special event to reserve the facility for the next year. After thirty (30) days, the APRD will make the facility available to other interested parties.
4. Fees are to be paid in full five (5) business days from the date the reservation was made.
5. A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled. A \$5.00 charge will be assessed to all refunds. In case of cancellation of the rental by the APRD due to inclement weather, mechanical problems, etc., the APRD will attempt to reschedule the rental or issue a full refund.

E. Payment considerations

1. Groups using the facilities during the open/lap swim times may be billed per admission fee with prior written approval from the Director of Parks and Recreation or designee.
2. A 10% administrative fee will be charged to groups requesting a bill for individual admission fees.
3. Failure of the renting party to comply with the rental policy will void the rental and result in the loss of all fees.

| | RENTAL FEE (per hour) | LIFEGUARD FEE (per hour per guard) |
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| POOL FACILITY/SERVICE | Effective January 1, 2007 | Effective Jan. 1, 2007 |
| | | |
| ERB POOL | \$40.00 | \$10.00 |
| MEAD POOL | \$65.00 | \$10.00 |
| WEST POOL - | | |
| BIRTHDAY PARTY | \$25.00 | N/A |
| SPECIAL SERVICES | Actual Cost | Actual Cost |