

William Schaefer Memorial Swimming Pool

Town of Fort Smith Community & Recreation Centre



RENTAL FORM AND USER AGREEMENT

FOR STAFF USE ONLY			
Form Reviewed/All section filled-Staff Initial:		Receipt attached to Form-Staff initial:	
Payment Received in Full- Staff Initial:		Event entered in EZ- Staff initial:	

CONTACT INFORMATION

NAME: _____

PHONE: _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____

ALTERNATE CONTACT NAME(S): _____ PHONE: _____

RENTAL INFORMATION

DATE	FACILITY/ROOM	START TIME	END TIME	TOTAL TIME
TOTAL TIME				

RENTAL PURPOSE

Instructor Lead Private/Standard Special Event Group/Organization

Instructor Lead: (Must be approved by Recreation & Special Event Coordinator or higher)

Rental for the purpose of instructing to an individual or a group. Instructors must provide proof of current instructor certification and liability insurance. This must be submitted prior to booking/payment and must be attached to the rental form. **Booking/payment will not be permitted without said documents.**

Private/Standard:

Rented by a private individual for no other purpose than to attend the swimming pool, does not require any special accommodation and does not involve instructing. Standard rental "package".

Special Event: (Must be approved by Recreation & Special Event Coordinator or higher)

Rental is not for the purpose of instructing to an individual or a group but requires additional resources or a modified schedule. The request must be sent in advance for approval. Payment and booking will not be accepted until approved.

Group/Organisation: (Must be approved by Recreation & Special Event Coordinator or higher)

Rental by a registered group such as but not limited to a club or organization. The group must provide liability insurance covering the event/rental. Request must be sent in advance for approval. Payment and booking will not be accepted until approved.

RENTAL PARTICIPANT INFORMATION

Age of Rental Group: 0-7 [] 8-12 [] 13 – 18 [] Adult []
Number of Participants: 1-25[] 26 – 50 [] 51+ []

RENTAL PACKAGES/FEES

PACKAGE	FEE	AMOUNT	TOTAL
Pool (1hr)	\$100/hr		
Pool/Gym Combo (1hr each) MUST ALSO FILL A GYMNASIUM RENTAL FORM	\$125/2hr		
Pool/Gym Combo + Castle (1hr each) MUST ALSO FILL A GYMNASIUM RENTAL FORM	\$180/2hr		
		TOTAL FEES	

CONFIRMATION OF PAYMENT RECEPTION

Rental shall not be entered/confirmed until the rental form has been completed and submitted and paid in full.

PAYMENT RECEIVED IN FULL: Invoice #: _____

USER AGREEMENT

The Town reserves the right to refuse any application and change or cancel any rental on short notice due to special events or circumstances beyond its control.

The Renter agrees, that during the use and occupation of said facilities, it will indemnify and save harmless, the Town of Fort Smith from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of the acts of its participants, servants or employees.

The renter agrees that alcoholic beverages and or drugs will not be permitted in pool facilities.

The Town’s liability insurance coverage does not extend to include negligence on the part of its users. The Town is not responsible for lost, stolen, or broken items or other damages to supplies, materials, and equipment brought by the renter onto said premises.

Abuse of facility rules, regulations, and or equipment may result in loss of rental privileges and access to and for any Community Services Facility.

The capacity of Town facilities and rental spaces is limited as mandated by the Office of the Fire Commissioner. All aisles, corridors, and doorways will be kept clear and free of obstructions.

The Renter agrees to leave the premises clean and tidy within 5 minutes of the stated end time. The renter agrees that they will comply with the rules and regulations of the facilities and the Town. Medical, first aid, and/or personnel requirements for event rentals are the responsibility of the Renter.

Caregiver Supervision

Caregiver, for the purpose of this document, will be defined as an individual who is directly responsible for the active supervision of a child(s) trusted into their care during the full duration of a Swimming Pool swim or rental.

Active Supervision

Caregiver must provide active supervision by being in the water with the child(s) under their care and remain within defined reach.

A caregiver who does not meet the active supervision requirement mentioned below while in the swimming pool area must or may be asked to:

- Transfer caregiver responsibility to a qualified individual.
- Leave the pool area with the tot or child(s) in their charge.
- Caregiver and tot/child(s) in their care remain in the pool area as spectators as defined in this document.

Children & Tots 0-2 years of age

Children and tots ages 0-2 must:

- Be accompanied by a caregiver 16 years or over in age.
- Ratio for caregiver to child/tot must be a minimum of 1:1. (one caregiver for one child/tot). A ratio of 2:1 may be allowed provided that one or 2 of the tots/children are placed in an appropriate flotation device. (Swimming pool staff hold the discretion to deny or cancel a 2:1 ration if active supervision is deemed insufficient/unsafe.
- Caregiver must remain within arms reach, max 1 metre from child/tot at all times

Children 3-6 years of age

Children ages 3-6 must:

- Be accompanied by a caregiver 16 years or over in age.
- Ratio for caregiver to child(s) must be a minimum of 1:4. (one caregiver for four children)
- Caregiver must remain within arms reach, max 5-metre distance from child(s) at all times.
- Child(s) must always wear a yellow wristband when in the pool area.
- The wear of a flotation device or lifejacket on the child(s) is strongly recommended.

Children 7-8 years of age

Children ages 7-8 must:

- Be accompanied by a caregiver 13 years or over in age.
- Ratio for caregiver to child(s) must be a minimum of 1:4. (one caregiver for four children)
- Caregiver must remain within reach; 5-10 metres distance from child(s) at all times.

- Children should always wear a red wristband when in the pool area.
- The wear of a flotation device or lifejacket on children is strongly recommended.

Spectators

For the purpose of this document, spectators are defined as individuals (s) who are spectating swimmers on the deck bench area, in the viewing gallery, or in any other area of the facility and are not wearing aquatic swimming attire and or not entering the water. **Spectators do not qualify as Caregivers defined in this document.**

Personnel Aquatic Equipment

No other personnel aquatic equipment other than swimming clothing, swimming goggles, bathing caps, swimming Finns, or aquatic shoes/sandals will be allowed in the pool water. Any personnel items must be cleaned prior to entering the pool area to avoid the introduction of contaminants.

Swimming pool staff will have the discretion to deny access/use of any personnel equipment within pool facilities that may pose potential risk, or hazard or cause damage to health, safety, equipment, and or facility.

Swimming pool rules and regulation

Patrons attending the swimming pool must be familiar with and obey all rules and regulations of the Fort Smith Swimming. Pool rules and regulations can be found posted in the pool area. Pool rules and regulations include but are not limited to posted signage. Pool staff have the responsibility to inform patrons of any other rules and regulations that are not posted. Patrons must obey pool staff at all times. Patrons who refuse to obey lifeguards may be asked to leave the facility. Refusal to follow lifeguard instructions may result in suspension and or band to access the Community Services Facility.

TERMS AND CONDITIONS

The organization or individual(s) booking the above facility understands and agrees to abide by the User Agreement that has been provided and any other Regulations that may apply. No patrons under the age of 18 are allowed in the facility/park without adult (over 18) supervision during the entire time of the rental. Terms and conditions may only be signed by an individual 18 years of age and older.

Any cancellations without a minimum of 48 hours' notice will not be refunded or credited.

I _____ have read and understand the Fort Smith Recreation & Community Centre, Pool User Agreement. I am responsible for sharing information and ensuring that all individuals present during this rental adhere to the information, rules, and regulations presented in this document and any other posted/existing Town Facility policies and regulations. The information provided in this document is complete and accurate

SIGNATURE: _____ DATES: _____