

CITY OF APPLETON POLICY		TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY
ISSUE DATE: Day of Council Adoption	LAST UPDATE: April 1, 2014	TEXT NAME: J:\Park\Common\Administration\ Policies\Aquatic Fees and Charges Policies
POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department		TOTAL PAGES: 5
Reviewed by Attorney's Office Date:	Parks and Recreation Committee Approval Date:	Council Approval Date:

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, Recreation and Facilities Management Department (APRFMD) 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 are managed/maintained by the Appleton Area School District (AASD) and use by the Parks, Recreation and Facilities Management Department shall be managed in accordance with the agreement executed for the transfer of Badger Pool between the City of Appleton and the AASD.
3. Scheduling priorities for pool facilities which are managed/maintained by the APRFMD:
 - a. All Parks and Recreation programs will be the first programs scheduled.
 - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
4. APRFMD 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.
5. APRFMD 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 from the APRFMD.

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. –10:45 p.m.
Mead Pool Shade Pavilion: 12:00 – 3:00 p.m. Monday – Sunday, 4:00-7:00 p.m. Monday – Friday, Sunday.
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, and all necessary lifeguards for the event which is determined by the Wisconsin Department of Health Services Section 172.23-A.
6. The Birthday Party rental is available at West Pool and includes the use of the lobby for one hour, one helium party balloon, two adult open swim admissions, and one birthday boy/girl admission. Open Swim admissions are paid individually. All Birthday Party rentals must immediately precede an open swim session.
7. Mead Pool Shade Pavilion Rental - The Mead Pool Shade Pavilion is available for Rental for select times during open swim hours at Mead Pool. Renters of the pavilion will have sole use of the shaded pavilion for the duration of the rental. The maximum capacity of the shade pavilion is 30 people with seating for up to 16 people.
8. Mead Pool Shade Pavilion – Birthday Party Package – The birthday party package will include the following: Sole use of the shade pavilion during select open swim hours at Mead Pool, birthday boy/girl’s name announced over the P.A. system by pool staff, and one helium balloon for the birthday person. The birthday party package also will include 10 youth swim admissions and 2 adult swim admissions good for the duration of their stay. Additional swim admissions will be charged at the regular daily admission prices. No carry-ins, with the exception of birthday cake and drink, will be allowed into the pool area. Special Birthday Party Concession packages will be available for purchase through the

Mead Pool Concession Vendor. All purchases from the Mead Pool Concession Vendor will occur between the two parties in which the City of Appleton will not be involved.

9. The concession stand at Mead Pool may be utilized during the rental of the aquatic facility if arrangements are made with the concession contractor.
10. Food carry-ins are allowed during pool rentals as long as the food is consumed in the designated areas determined by the Recreation Programmer or Pool Managers.
11. 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.
12. Alcoholic beverages are not allowed in any pool facilities.
13. The use of amplified sound must be requested at the time of reservation and approved by the Director of Parks, Recreation and Facilities Management. 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.
14. The renter must be present during the entire rental and 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.
15. 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, APRFMD 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 APRFMD due to inclement weather, mechanical problems, water contamination prior to the event, etc., APRFMD 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 APRFMD or designee.
2. A 15% 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 – WITH LIFEGUARDS (per hour)	RENTAL FEE – WITHOUT LIFEGUARDS (per hour)
POOL FACILITY/SERVICE	Effective June 1, 2014	Effective June 1, 2014
ERB POOL	*\$80.00	\$40.00
MEAD POOL	**\$135.00	\$65.00
WEST POOL BIRTHDAY PARTY	\$25.00	
SPECIAL SERVICES	Actual Cost	
MEAD POOL SHADE PAVILION	\$35.00	
MEAD POOL SHADE PAVILION BIRTHDAY PARTY PACKAGE	\$70.00	

*When patron load is expected to exceed 136 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$10.00 per hour

** When patron load is expected to exceed 336 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$10.00 per hour