

CITY OF APPLETON POLICY		TITLE: POOL RENTAL, RESERVATION AND GENERAL USE POLICY
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POLICY SOURCE: Appleton Parks, Recreation & Facilities Management Department	AUDIENCE: The Public and Employees	TOTAL PAGES: 4
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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

It is the policy of the city of Appleton to allow for the city's pool facilities to be rented pursuant to the terms of this policy.

III. DISCUSSION

The city of Appleton allows the city owned pool facilities to be rented for events, including, but not limited to birthday parties, social gatherings, and sporting events. All renters must agree to abide by this policy, to pay the required fee, and to indemnify the city.

IV. DEFINITIONS

V. PROCEDURE

A. Management of Facilities

1. Erb and Mead Pools shall be managed and 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 and statutes 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 APRFMD aquatic programs shall be coordinated through the AASD.
4. Scheduling priorities for city owned pool facilities shall be as follows:
 - a. All APRFMD programs will be the first programs scheduled.
 - b. Private and/or non-profit groups or organizations will be the last priority in scheduling.
5. 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.
6. 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, water exercise, 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 Common Council, by way of the Parks and Recreation Committee.
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 APRFMD Director or designee. 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. Organizations and/or groups shall be responsible for the clean-up of pool facilities after use and shall also be responsible for putting away any personal or City-owned equipment. Organizations shall adhere to the “Pool Rental Decorating Information and Closing Checklist” found in section G.
5. 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 three 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, plus the actual

hourly rate for the manager and lifeguards, plus the actual hourly rate for the concession stand, special services and additional maintenance.

2. The time of rental must be within the following hours:

Erb Pool: 6:00 a.m. – 10:30 p.m.

Mead Pool: 7:00 a.m. – 10:30 p.m.

Rental requests for hours beyond these times require approval from the Common Council by way of the Parks and Recreation Committee.

3. The minimum rental length is one hour 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.
4. 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 Department of Health and Family Services, Wis. Admin. Code §172.05.
5. The West High School pool's "Birthday Party Rental" 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 at West High School's pool must immediately precede an open swim session.
6. Erb and Mead Pool's "Birthday Party Rental" includes use of the shade pavilion or multi-purpose room (Erb), ten swim admissions, two adult admissions, one helium balloon, and the birthday person's name announced over the P.A. system.
7. Erb and Mead Pool's Shade Pavilion are also available for general rental. All renters must pay for the daily admission fee per participant. The time of rental will be on the following dates and times:

Shade Pavilion: Monday-Sunday: – 12:00-3:00 p.m.

Monday-Friday, Sunday: – 4:00-7:00 p.m.

8. Food carry-ins are allowed during pool and shade pavilion rentals during open swim as long as the food is consumed in the designated areas determined by the APRFMD's Recreation Programmer or Pool Managers. Food carry-ins must be pre-approved by the Recreation Programmer and renters agree to not carry-in any form of glass into the pool or reservation areas.
9. The sale of food and/or merchandise during a pool rental is prohibited unless permission is received from the Common Council by way of the Parks and Recreation Committee. No concession permits will be issued that conflict with existing concession agreements or other park uses.

10. Alcoholic beverages are not allowed in any pool facilities.
11. The use of amplified sound must be requested at the time of reservation and approved by the Director of APRFMD or his/her designee. 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.
12. Swim teams renting the pool for swim practices may provide their own State of Wisconsin approved certified lifeguards. The guards must be pre-approved by the Director or designee of APRFMD. A certificate of insurance naming the City of Appleton as additional insured must be provided by the renter when providing their own lifeguards.
13. 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.
14. The City reserves the right to request a certificate of insurance from the renter of the pool facility.
15. The renter of the pool facility must agree to indemnify, defend and hold harmless the City of Appleton, and its employees, officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of the pool facility.

D. Facility Reservation and Payment of Rental Fees

1. The individual renting Erb or Mead Pool must be at least 18 years of age.
2. Reservations for the rental of Erb and/or Mead Pool can be made up to 12 months in advance.
3. 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 \$20.00 for the reservation or may be denied.
4. 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.
5. Fees must be paid in full five (5) business days from the date the reservation was made.
6. 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 \$10.00 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 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, and may result in the renting party being charged back for all services associated with the rental.

F. Miscellaneous Provisions

1. Additional charges will be assessed to the renting party for any damage or cleaning required after the end of the reservation. These charges will be assessed based on the City's regular time and material rates.
2. A violation of this policy or the terms of use attached to the reservation form may result in denial of future reservation requests.
3. No additions, alterations, or changes to park grounds or a pool facility are allowed at any time except with the prior written approval by the Department Director or designee.
4. There is one rental per facility allowed at any given time.

G. Pool Rental Decorating Information and Closing Checklist

1. No signs are to be posted at any of the driveways, roads, or entrances to the pools.
2. No wires, ropes, string, cords, ribbons, signs or poles may be strung from any part of the pool reservation areas.
3. No staples, duct tape, nails, tacks, or screws may be used on any walls within the pool reservation areas.
4. Tables, chairs and other furniture from the pool reservation areas may not be moved for any reason outside of the designated reservation space.
5. Renters will wipe down tables, counter tops and chair seats with a wet washcloth and disinfectant (*supplies will be provided by the Pool Manager*).
6. Renters will spot mop any spills on flooring material.

7. Renters will remove all food, decorations and other items at the conclusion of the rental.
8. Swim equipment (i.e. lane lines, timing devices, etc.) shall be stored in designated areas approved by the Department Director or designee.

RENTAL FEES

	RENTAL FEE – WITH LIFEGUARDS (per hour)
POOL FACILITY/SERVICE	Effective February 2, 2017
ERB POOL 50 METER <i>(includes use of slides)</i>	*\$125
ERB POOL LEISURE POOL <i>(includes use of slides)</i>	*\$150
ERB POOL SHADE PAVILION	\$75 FOR 3 HOURS
ERB POOL BIRTHDAY PARTY	\$110 FOR 3 HOURS
ERB POOL MULTI-PURPOSE ROOM	\$110 FOR 3 HOURS
MEAD POOL	**\$175
MEAD POOL BIRTHDAY PARTY	\$110 FOR 3 HOURS
MEAD POOL SHADE PAVILION	\$75 FOR 3 HOURS
WEST POOL BIRTHDAY PARTY	\$25
SPECIAL SERVICES	Actual Cost +10%

NOTE: These rental fees do not include special events (i.e. swim meets). Separate agreements will be developed for all special events taking place at City of Appleton pools.

**When patron load is expected to exceed 136 patrons, one lifeguard shall be provided for each additional 100 patrons at the cost of \$20.00 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 \$20.00 per hour*