

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: June 12, 2013

SUBJECT: 2013 Rental Policy Review

ISSUE

Annual review of Tukwila Pool Rental Policy

FINANCIAL IMPACT

None

BACKGROUND

The Board requested to review the policy that governs facility rentals at the Tukwila Pool on an annual basis. Attachment A is the policy that the Board reviewed in August 2012. The policy currently resides within the Aquatics Section of the Tukwila Parks and Recreation Policy and Procedures manual.

DISCUSSION

Information Only

RECOMENDATION

Information Only

ATTACHMENTS

A. Tukwila Pool Rental Policy

Subject	Pool Rentals	Policy #	700.01
Effective Date	Immediately		
Last Revised	March 1, 2012		
Approved By	Malcolm Neely, Aquatics Coordinator <i>M.N.</i>	Date	January 6, 2003

PURPOSE OF POLICY:

To establish policy and guidelines for facility rentals at the Tukwila Pool.

POLICY STATEMENT:

- 700.01.01 The Tukwila Pool offers many aquatic programs and services. One of the services the Tukwila Pool offers to the community is a place that **Teams, Organizations** and **Private Parties** can book pool space for aquatic activities. Pool space at the Tukwila Pool will be made available to these groups at the discretion of the Aquatics Coordinator after space has been booked for Tukwila Pool Programs.
- 700.01.02 Fees for all Tukwila Pool Rentals are set by the Tukwila Metropolitan Parks District Board.
- 700.01.03 Rentals for private parties will be made available as part of the regular schedule for the Tukwila Pool. These rentals will be available to the public for booking, at a minimum, on Saturdays and Sundays 3:00 pm - 5:00 pm, with the exception of legal holidays, **facility closures** or when the Tukwila Pool houses an athletic event or competition. Private Party Rentals will consist of one (1) hour of Pool time followed by one (1) hour in the Party Area, and the appropriate number of Lifeguards to maintain the safety of pool users. The first available time slot on a given day shall be booked first. Additional rental times may be made available to Private Parties at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.03.1 Private Party rentals for groups smaller than 60 people can be booked at the Tukwila Pool Front Desk during normal business hours. Private Party Rentals for groups larger than 60 people must be booked with the Aquatics Coordinator or the Aquatics Program Specialist due to staffing considerations.
- 700.01.03.2 In order to reserve a rental time slot, payment must be received in full.
- 700.01.03.3 Private Party Rentals must be made at least 5 business days in advance of a desired booking.
- 700.01.03.4 Tukwila Pool Rules will be in effect during all Private Party Rentals, as well as rules outlined below.
- 700.01.03.4.01 Any **child** that cannot swim must be accompanied by an **adult**, and be within arm's reach of that adult whenever the child is in the pool.
- 700.01.03.4.02 A ratio of one (1) adult per three (3) children under six years of age must be maintained while children under six years of age are in the pool. Additionally, the adult must be within arm's reach of all three (3) children at all times.
- 700.01.03.4.03 Private Party Rental groups may bring **personal flotation items** such as rafts and inflatables for use in the pool during their rental, but use of these items will be at the discretion of the Tukwila Pool Lifeguards on duty during the rental.

- 700.01.04 Rental space will be made available to Teams and Organizations during times not utilized by regular programming at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist. The Aquatics Coordinator will be the point of contact for all aquatic team and organization rental contracts.
- 700.01.04.1 Teams and Organizations should request pool space at least a month in advance of their desired pool usage.
 - 700.01.04.2 Teams and Organizations that have not made payment in advance of their bookings will be billed monthly for pool rental usage. Bookings should be paid in full during the calendar month following a booking.
 - 700.01.04.3 Teams and Organizations that have **ongoing bookings** at the Tukwila Pool will be given preference when booking available pool time.
 - 700.01.04.4 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of their insurance policy in an amount no less than \$1 million each occurrence and \$2 million General Aggregate, listing Tukwila Pool as a Certificate Holder, before their first booking occurs.
 - 700.01.04.5 Teams and Organizations booking pool space at the Tukwila Pool must furnish a copy of the **appropriate certifications** of any individual coaching or leading activities in the facility before the first booking occurs.
 - 700.01.04.6 Team and Organization Pool rental fees do not include the cost of staffing a Tukwila Pool Lifeguard on the **pool deck** during rentals times. Teams will be responsible for the safety and behavior of their participants during any rental at the Tukwila Pool.
 - 700.01.04.6.1 Should a Team or Organization wish to have a lifeguard on the pool deck during their rental a staffing fee of \$25/hour would apply to these requests. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.2 Should a Team or Organization request a Pool rental outside of normally staffed hours, a staffing fee of \$25/hour will be assessed to cover additional labor costs. Such requests will be honored at the discretion of the Aquatic Coordinator and/or Aquatic Program Specialist.
 - 700.01.04.6.3 Teams and Organizations that currently have an open rental contract valuing more than \$200 on average per month may request to book **private coaching sessions**. These sessions will be booked on a space available basis at the discretion of the Aquatics Coordinator and/or Aquatics Program Specialist.
- 700.01.05 School Districts may rent pool space at the Tukwila Pool for their teams during times not scheduled for regular programming. School Districts will be subject to the same policies governing Team and Organization Rentals.

DEFINITIONS:

Teams – Groups of athletes organized in a team that participates in an aquatic sport such as Swim Teams, Synchronized Swimming Teams, or Water Polo Teams. Teams carry insurance and are generally registered with a governing body such as USA Swimming.

Organizations – Organizations that utilize the Tukwila Pool for rentals may have a water related activity that they would like to participate in or practice in a pool environment. Organizations may include, but are not limited to, groups such as Scuba Shops, Kayak Clubs, Canoe Clubs, and Professional Training Organizations. Organizations will carry their own insurance but will generally require a lifeguard on deck for their rentals.

Private Parties – Private Parties are individuals that would like to book the pool for a personal event such as a birthday party, family gathering, baptism or group outing that is not open to the public. Private parties are not required to furnish insurance for their bookings, and will book less than 10 dates per year.

Facility closures – Occasionally it is necessary for the Tukwila Pool to temporarily close for maintenance work, because of mechanical problems or due to a contamination event.

Child – An individual under the age of 18 years of age.

Adult – An individual over 18 years of age.

Personal flotation items – Items such as mats, noodles, inter-tubes and like items.

Ongoing bookings – Bookings made by a Team or Organization that are more than 10 in number and span more than a week.

Appropriate Certifications - Appropriate certifications shall include but not be limited to: Lifeguarding Certification or Safety Training for Swim Coaches Certification, First Aid Certification, CPR/AED Certification, USA Swimming Coach's Card or Coach's Card/Instructor Certification for the appropriate governing organization.

Pool Deck – The floor, or deck, that surrounds the pool. The pool deck is generally 6-10 feet from the edge of the water. This area of the pool is also referred to as the natatorium.

Private Coaching Sessions – Occasions when a coach works one-on-one with a participant from their organization or team on skills that are required for the successful participation in their organization. Example – Synchronized swimming figures practice.