

**2017 – 2018 AQUATIC SEASON**

**BOOKING PACKAGE**

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| To: | All Aquatic Users |
| From: | Brett Rutledge and Patty Pizziola |
| Department: | Parks and Recreation |
| Date: | February 16, 2017 |
| Subject: | 2017-2018 Booking Season |

**Submission and Confirmation Deadlines**:

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| --- | --- |
| April 24, 2017 | Regular season, Meets and Special Event booking requests to be submitted to Parks and Recreation |
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| May 19, 2017 | Contracts for regular season bookings of practices confirmed and mailed out |
| Jun 30, 2017 | Signed contracts and certificates of insurance (if option chosen) to be received to Parks and Recreation for repeat clients.  **\* Contracts not received by this date will be cancelled and the facilities made available to other groups.** |

**All requests to be submitted in writing, using the forms provided:**

**By Email:** [facilitybooking@guelph.ca](mailto:facilitybooking@guelph.ca) **By Mail**: Recreation Support Services,

**By Fax:** 519-763-9240 Facility Booking

City of Guelph, City Hall 1 Carden St.

Guelph, ON N1H 3A1

Please send all amendment requests in writing to one of the addresses or fax number noted above.

**Aquatic Facility Closures**

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| **2017** | **2018** |
| * Monday September 4 * Monday October 9 * Monday December 25 * Tuesday December 26 | * Monday January 1 * Monday February 19 * Friday March 30 * Sunday April 1 * Monday May 21 * Sunday July 1 * Monday August 6 |

**Facility Allocations**

Until a dedicated “Pool Allocations Policy” has been approved by City Council, pool space and Aquatic Centres will continue to be allocated in a manner consistent with previous years’ practice. This practice is based on the previous years’ allotment and the City’s approved ice allocation prioritization schedule as a guideline:

1. City of Guelph Aquatic programs
2. Regional, Provincial, National, International Special Events (youth and adult)
3. Existing Youth community group rentals, tournaments and special events
4. Adult community groups rentals, tournaments and special events
5. New Youth group program
6. Existing Youth group program expansion
7. Existing Adult group program expansion
8. New Adult group programs
9. Out of City organizations

In order to be considered in the facility allocation, a group must:

* Be in good financial standing with the City of Guelph.
* Complete and submit their sports group statistics by April 24, 2017.
* Provide proof of their status (i.e. youth community group) when requested to do so.
* Return all Aquatic Facility Request forms.
* Utilize or return all allocated times. **Groups not using booked times at a facility will lose their right to that space. Repeat non-usage of allocated space may result in loss of priority consideration and/or access to City owned and operated facilities.**
* Youth groups receiving the Youth facility discount and not using allocated times will be invoiced the full unsubsidized price and may lose their right to that timeslot.
* Adhere to all contract conditions.
* Adhere to all Municipal policies and bylaws, including the R-zone Policy and to provincial and federal legislation.

The City will take every measure to accommodate all user group requests and needs, however:

* The City does not guarantee the renewal of annual pool time and will not be held responsible for any failure to provide space due to circumstances beyond its control.
* Loss of facility space due to unforeseen circumstances (i.e. maintenance, closures) following the initial facility distribution will be borne by the user of the facility and will not impact other user’s allocation or City programs.

**Rental Contracts**

* Signed rental contracts and insurance forms must be received by June 30, 2017 to indicate your agreement to the rental terms and thus guarantee your bookings.
* Any change or amendment made to a contract must be received in writing and a signed amendment permit must be received back before groups will be permitted to use the facility.
* All coaches or onsite persons in charge are to carry copies of the signed rental contract as they must be produced upon request.

**Liability Insurance**

* All groups must have Liability Insurance coverage. Please provide a copy to Parks and Recreation Booking before September 1, 2017. Your coverage must be a minimum of $2,000,000 General Liability with the City of Guelph named as an additional insured.
* If you prefer, the City can offer coverage through Pearson Dunn Insurance. Please indicate this preference on your booking request form.
* **\*Note that seasonal insurance purchased through Pearson Dunn may cover two tournaments. Additional coverage must be purchased for tournament bookings and for licensed or large scope tournaments.\***

**2016/2017 Payment Terms and Schedule**

**Tournaments & Special Events**: Payment must be received in full at least 2 weeks prior to the start date.

**Ongoing bookings:** Payment must be received in full for the following month, by the last day of the previous month. For example, payment for **September** bookings must be received in full to ensure access to the facility no later than **August 31**.

**Cancellations**

1. All users will be required to notify the City, in writing, of any bookings not used, whether they are prior to the notification period or not. (Bookings that are consistently cancelled or unused may be removed for the contract and/or re-considered during the regular allocation processes.)
2. Users will be required to provide at least 15 calendar days advance notice of cancellation, in writing, before the booked date and will receive a full credit for the booked amount to their account. Groups providing less than 15 days’ notice will pay the full rate for the booking.
   * Only whole days prior to the date can be counted as part of the notification period. For example, a booking for March 18 can be cancelled, without charge, any time before midnight of March 3.
3. Groups who qualify for a reduced rate will be invoiced for the full rate for any unused times that are not cancelled at least 15 days prior to the booking date.
4. If the City closes or cannot provide adequate facilities, there will be no charge to the user booked into those times and the user’s accounts will be credited or amended to reflect those closures. (Please note: “Adequate” is defined solely at the City’s discretion.)

* For Not for Profit Youth bookings only - during end of season elimination playoffs, leagues may cancel, in writing, some of their playoff bookings without 15 days’ notice, without penalty, if a team are eliminated from further play. This applies to elimination rounds only - round robin playoffs or tournaments are not eligible. In order to be eligible for playoff cancellations, you must provide the City with a copy of your league regulations, specifically those that apply to playoffs.

1. For school board bookings only - if the Board cancels bus service for that day, and the booking is during school hours, there will be no charge for cancelling the booking with less than 15 days’ notice. Notice must be given to the City, in writing, by the next business day.

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**Rain Cancellation – Lyon Pool only:**

* The pool may remain in use during rain. Should lightning and/or thunder occur the pool will close for 20 minute after the last sighting or sound.
* The City of Guelph Aquatic Deck Supervisor will make all necessary calls and will inform the club at that time.

**Aquatic Admission Policy**

* The City of Guelph admission policy must be adhered to for all user group participants.
* Children under the age of 10 will not be admitted to the swimming pool unless they are accompanied by a guardian 14 years of age or older who is responsible for their direct supervision in the water and within arm’s reach at all times.
* Maximum 2 children per guardian.
* Children 7 to 10, who are swimmers, may attempt the swim test.
  + (*Swim Test Criteria: 2 widths of the pool)*.
* If they pass, the guardian, who is responsible for their direct supervision must stay within the pool area/viewing gallery at all times.
* Participants under the age of 7 who successfully complete the swim test, may swim and use all deep end amenities if accompanied by an adult at all times.
* City of Guelph Recreation Coordinators, Aquatics will work with clubs to assist with any necessary screenings or ratio concerns.

**Special Event and Meet Procedure:**

* A Special Event Application must be filled out for each meet and/or special event that you are booking.
* This application can be found in the Special Events Package included or online at <http://guelph.ca/living/recreation/special-events>
* Once your request has been received, reviewed and confirmed, you will be contacted and advised of any additional requirements or licenses needed in order to proceed with your event.

***Depending on the particulars of your event, additional requirements may include but are not limited to***:

* Obtaining approval from the Supervisor, Aquatics and Inclusion for the sale of any items.
* Hiring City of Guelph Event staff and /or security to staff hallways for bare feet and wet swimmers if volunteers are not being provided.
* Health Unit notification if you are serving or selling food to the public.
* Special Occasion Permit if you will be serving or selling alcohol.
* A Building permit application will be needed if you will be erecting a tent greater than 60 sq. m.
* Fire Dept. signoff if you will be having BBQ’s
* Hiring paid duty police officers if you are serving or selling alcohol.
* Obtain permit for electrical work and inspection upon completion.
* Obtain a SOCAN license if playing live or recorded copyrighted music.

**General Courtesy and Care of Facilities and Communities**

* Please exercise extreme caution and reduce speed when driving through the parking lot where children may be walking or playing.
* **LITTER** - All facilities have reuse containers. Please ensure that all participants, coaches, parents and/or spectators use them.
* Additional cleanup/fix costs may be levied to groups for leaving a facility in an unkempt, littered or damaged condition.
* Please refrain from bringing glass containers, food and nut products into the change rooms.
* If something is spilled or broken in the lobby, viewing galleries or change rooms, please inform staff immediately.

**Access to the Deck:**

* **Access to the deck will be limited to the time specified on your permit**.
* Change rooms will be opened for access 10 minutes prior to permit time.
* No outside footwear is permitted on the pool deck.
* No food or drink are permitted on the pool deck (non-breakable containers with water only are exempt).
* **All street clothing must remain 6 feet from pools edge.**
* Access to the Aquatic Guard office is for City of Guelph Aquatic Staff only.
* Any necessary set up or take down of equipment MUST occur during permitted time.
* Subletting of the facility is prohibited.
* Exercise room and sauna are not available to participants during practices at West End Community Centre.

**Equipment:**

* Clubs are responsible for their own equipment.
* All specialty equipment required for practices or meets/special events must be provided and maintained by clubs unless alternative arrangements have been made by the club and the City.
* Storage of equipment – The City of Guelph has limited storage space. Only regular practice equipment may be stored in a neat and secure manner if arrangements have been coordinated with the Recreation Coordinator, Aquatics.
* All equipment must leave the aquatic facility at the end of the season.
* City of Guelph equipment may not be used unless prearrangements have been made by the club and the City.
* The City does not provide office or administrative space to user groups unless separately contracted.

**Staffing**

* A City of Guelph Aquatic Deck Supervisor must be present, and a minimum of 1 Lifeguard must be on deck at all times. Additional Lifeguards will be required based on the City of Guelph Lifeguard to bather ratio, or at Victoria Road Recreation Centre if the rental timeframe exceeds 2 hours.
* Guard ratios

Centennial, Lyon & West End Pools

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| --- | --- |
| **Number of Patrons** | **Number of Guards** |
| 1-30 | 1 |
| 31-125 | 2 |
| 126-250 | 3 |

Victoria Road

|  |  |
| --- | --- |
| **Number of Patrons** | **Number of Guards** |
| 1-60 | 2 |
| 61-125 | 3 |
| 126-250 | 4 |
| 251-440 | 5 |

* The City will provide additional lifeguards upon written request a **minimum of 24 hours** in advance and subject to staff availability.

**Thank you for your continued patronage of City of Guelph Aquatic facilities.**

**If you have any questions or concerns, we would be pleased to address them.**

Brett Rutledge Patty Pizziola

Supervisor, Aquatics and Inclusion Supervisor, Recreation Administration Services

Parks and Recreation Parks and Recreation

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