



TOWN OF PINCHER CREEK **POOL AND PARTY ROOM BOOKINGS AND CANCELLATIONS**

The best and fair allocation of facilities will be of primary concern.

1. Booking Procedures

1. All bookings for Pool or Party Room rentals must be made through the Parks and Recreation Office or Pool Front Desk. No activity will be allowed in the Pool or Party Room without prior booking.
2. All Pool or Party Room rental requests for the following week must be made to the Parks and Recreation Office or Pool Front Desk by the preceding **FRIDAY, 12:00 NOON**.
3. All cancellations must be submitted to the Parks & Recreation Office or Pool Front Desk.
 - a) For any cancellations – with less than 110 hours (five days) notice, one-half of the rental will be charged. With less than 72 hours (three days) notice the full rental will be charged.
 - b) Cancelled Rentals – the Parks and Recreation Office and Pool Front Desk reserves the right to book cancelled Rental's to other user groups on a first come first serve basis. Refunds will not be given.
 - c) Any cancellations due to inclement weather or other circumstances will not be charged to the user group, pending approval by the Manager of Recreation Services.
4. The Parks and Recreation Office reserve the right to cancel or postpone any rental if deemed necessary

2. Allocation of Pool and Party Room Rentals

1. Town events, activities, and programs shall have priority.
2. Public/Family opportunities shall be established and maintained in a regular time slot as follows:

TOWN OF PINCHER CREEK PARKS & RECREATION OFFICE

895 MainStreet (Box 159) Pincher Creek, AB T0K 1W0

Phone 403 627 2565

Fax 403 627 4311

poolcash@pinchercreek.ca

www.pinchercreek.ca



3. ii) Weekends
 A minimum of one Public/Family Pool Rental will be included in the weekend schedule.
- iii) Party Room may be used for arena activities as well.

3. Assessment of Fees and Charges

Private Pool Rental: \$140.00/hour (Includes Slide and 1 hour Party Room)
 Extra Guard: \$30.00/per guard (based on swimmer: guard ratio)

	SWIMMERS	GUARDS
INCLUDED	1-29	1
+ \$30.00	30-49	2
+ \$60.00	50-69	3
+ \$90.00	70-89	4
+ \$120.00	90-109	5
+ \$150.00	110-129	6

There will be no refund for an "Extra Guard" with less than 110 hours (five days) hours of the rental, due to staff scheduling.

Toy: \$30.00 for Octopus
 Lane Rental: \$15.00/Hour per lane

Party Room (Not-for-profit, Public): \$10.00/Hour
 \$20.00/Half Day
 \$40.00/Full Day

Party Room (Commercial, Profit Making): \$20.00/Hour
 \$40.00/Half Day
 \$80.00/Full Day

Note: \$50.00 deposit required for all rentals – Cash, Cheque, Visa, MasterCard.
 Deposit will be reimbursed the following business day.

Deposits will not be reimbursed due to the following:

1. Cleaning checklist – Unsatisfactory.
2. Exceeded the scheduled rental time.
3. Exceeded paid capacity limit.
4. Damages to facility equipment and/or property

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4. Swimming Pool Rules

The following pool rules and safety guidelines must be followed and will be enforced by the lifeguards for all rental groups. For all purposes as stated below a parent/caregiver is defined as a person 16 years old or older. These rules are up to the discretion of the lifeguards. All rental groups will be given a pool rules orientation with the lifeguard(s) on duty at the very start of the rental time and prior to anyone entering the water.

Within Arm's Reach: All children ages 7 years old and younger must be with a responsible and swim capable adult within no more than arm's reach away while in all parts of the pool. A swim test may be requested for those children ages 5 and older. Please see the Swim Test guidelines below. All children ages 4 years old and younger must be within arm's reach at all times, no exception.

Parent/Caregiver to Child Ratio: For every 10 children ages 8 years and older there must be a minimum of one responsible, swim capable adult in the water.

For every 3 children ages 4 – 7 years old there must be a minimum of one responsible, swim capable adult in the water.

For any 2 children ages 2 years old or younger there must be a minimum of one responsible, swim capable adult in the water.

For all ratios the Within Arm's Reach rules apply at all times.

Swim Test: A swim test will be required by all children in attendance of the rental.

This will occur at the very start of the rental, before any persons enter the water.

Lifeguards will not perform swim tests while they are in active supervision.

Children 8 years old and older who can pass the swim test, as outlined below, can swim freely in the designated area of the pool they have swim tested for. Children ages 5 – 7 years old who have passed the swim test must have a parent/caregiver present and on the pool deck. Children ages 4 years old and younger will not be swim tested, within in arm's reach rules apply.

What is the Swim Test: The swim test consists of jumping into shallow water, swimming two full widths of the shallow end of the pool. The swimmer must not touch the bottom of the pool at any time, they may not rest on the bottom or side of pool and they must maintain a horizontal body position throughout. If a swimmer passes this test they may only swim in water that is arm pit depth.

Those who wish to swim in deep water, above the arm pits, must complete a deep water swim test. This consists of jumping into deep water, treading water for 60 seconds and performing a back float before returning to safety without any support.

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5. Payment of Rental

Payment must be made at the time of booking. Rental time will not be reserved without payment.

Cleaning Checklist

Please use the supplies from the grey cabinet:

Gloves, broom and dustpan, disinfectant spray, paper towel, garbage bags.

- All garbage and recycling collected and disposed of.
- Tables cleaned and disinfected with disinfectant spray.
- Chairs cleaned and disinfected with disinfectant spray.
- Tables folded and put away.
- Chairs stacked and placed against wall.
- Sweep entire area. Mop is available if needed.
- Garbage taken out of bin and replaced with new bag
 - Full bag can be left in Party Room
- Return all cleaning supplies to grey cabinet.

Name of User Group

Signature of User Group

Date

Signature of TOPC Staff

Date

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Schedule A – ARRIVAL PROCEDURE

1. Upon arrival for the rental, the adult(s) in charge will check in with the Front Desk staff. Please confirm your booking for the pool and the party room if you will be using it. Please give your final number of persons in your group to the front desk staff.
2. Pay for any extras added to your rental booking.
3. Setup and drop off items in the Party Room if you will be using it during the rental. Double check cleaning supplies, garbage bags are present and speak with the Front Desk staff for any missing items.
4. Prepare your group for swimming. Please remind all swimmers that they must wait on the pool deck before entering the water. No children or adults will be allowed in the pool, hot tub or slide until a review of the pool rules and swim test has been completed.
5. Once everyone in your rental is on the pool deck, a lifeguard will review the pool rules with the group. They will then swim test your group.

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