

IMPORTANT INFORMATION: To book a facility at Portage Pool submit this form in person to the Portage Pool Clerk; or scan to email poolstaff@laclabichcounty.com. A Portage Pool staff member will contact you to provide a booking quote.

Portage Pool

Booking Request Form

Aquatrack



Lac La Biche County
welcoming by nature.

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Section 1: Fees

INVOICING: Invoices will be provided at the time of booking and statements will be sent monthly. Unpaid invoices risk losing future booking privileges.

Upon submission of your booking form, you will receive a quote for your rental. The following rates and fees apply:

Space		Fee per Hour
Wading Pool	Full wading pool.	\$40.00
Hot Tub	May not be booked on its own, must be booked with the main pool or wading pool. Hot tub occupancy is maximum 25 persons.	\$30.00
Full Facility Rental	Includes main pool, hot tub, wading pool, and steam room. DOES NOT include use of the viewing area as a party space.	\$125.00
Deck Time	For use prior to a booking for setup or warmup. Does not include use of the pool at this time.	\$5.75 per 15 minutes
Late/After Hours Fee	Automatically applied to final bookings of the day for staff to lock up the facility. Added in 15 minute increments if rental group is late in leaving the facility. Added at 1 minute passed the 15 minute mark.	\$5.75 per 15 minutes
Staff		Fee per Hour
Lifeguard/Instructor	See note regarding how staffing needs are determined for each booking.	\$22.50
Cancellations		Fee
More than 72 hours	Notice must be received in writing to receive a refund minus this fee.	\$25.00
Less than 72 hours	Notice received less than 72 hours prior to the booking time will forfeit the full cost of the booking.	Full cost
Administrative Fee	This fee applies to all cancellations in addition to the cancellation fee.	\$25.00
Youth Administrative Fee	This fee applies to all cancellations of youth group bookings in addition to the cancellation fee.	\$21.00

Section 2: Lifeguard Fees

Booking the full Aquatrack requires a minimum of 3 lifeguards for the length of the swim as well as the setup and takedown time.

Section 3: Space Availability

Allocation of Portage Pool space is done pursuant to the Pool Allocation policy CM-71-018. Requested dates, times, and space is not guaranteed until confirmation is received from Portage Pool.

Section 4: Booking Details

Complete the following information to request a date/time and to receive a quote. The quote comprises the facility cost, the staff

cost, and any additional fees. You will NOT be booked unless this form is received. Your booking is NOT confirmed until you receive a 5 digit permit number.

Booking Information

Activity _____
 Name: _____

Contact Information

Agent's* Name: _____
 Email: _____
 Phone: _____

Facilities requested in addition to the main pool

(see Section 1 for facility details):

- Full Facility
- Main Pool & Wading Pool
- Main Pool & Hot Tub
- Main Pool ONLY

Mailing Address: _____

*"Agent" refers to the person renting the facility and must be at least 18 years of age. The name must be attached to the organizations booking in our booking system; we therefore require the personal information of the person requesting the booking.

Requested Dates/Times

Date (day/month/year)	Slot (check one or both)	
	<input type="checkbox"/> 4-5pm (summer only)	<input type="checkbox"/> 5-6pm
	<input type="checkbox"/> 4-5pm (summer only)	<input type="checkbox"/> 5-6pm
	<input type="checkbox"/> 4-5pm (summer only)	<input type="checkbox"/> 5-6pm
	<input type="checkbox"/> 4-5pm (summer only)	<input type="checkbox"/> 5-6pm

Participant Information

Accurate participant information allows us to quote you the correct number of lifeguards.

*Children aged 0-6	_____
Children aged 7-11	_____
Youth aged 12-16	_____
Adults 17+	_____
Total in Attendance	_____

Note: Children aged 0-3 are not allowed on the Aquatrack. There are restrictions for kids age 4-11 using the Aquatrack, refer to page 4-5.

Section 5: Contract Terms and Conditions

THE AGENT IS RESPONSIBLE FOR COMMUNICATING THE FOLLOWING TERMS AND CONDITIONS TO ALL PARTICIPANTS.

Definition of a Portage Pool Rental: A structured or unstructured aquatic activity.

Purpose: Renter may use the Facility for the purpose specified in the attached contract only. The Renter must have written approval from Lac La Biche County to sublease, assign, subcontract or transfer the use of space.

Compliance with Laws: Renter must abide by all Municipal, Provincial, and Federal laws, regulations and bylaws, and will obtain, at own expense any and all necessary permits, licenses, and approvals.

Capacity: According to the Operational Occupant Load for Portage Pool, no more than 167 bathers are permitted in the main pool at one time, no more than 25 bathers are permitted in the whirl pool at one time, and no more than 60 bathers are permitted in the wading pool

at one time. Additionally, there may be a maximum of 58 persons in the viewing area (behind the glass partition).

Emergency Procedures: Lifeguards will direct patrons in the event of an emergency. Participants must follow the directions of the lifeguards in all emergencies. Patrons must report all medical accidents to lifeguards on duty.

Deck Admittance: Renters will be admitted to the pool deck at their scheduled time. Renters wishing early access to the pool deck in order to warm up must contact the Aquatic Services Coordinator prior to the rental, and may be permitted advanced entrance at the discretion of the Coordinator. All bathers must remain in the change rooms until a lifeguard allows them on deck; bathers are not permitted in the pool area without lifeguard supervision.

Rental Times: Pool space must be vacated by the rental end time. All setup and take down of equipment (besides the Aquatrack) must be completed within the rental time by the renter and participants in the rental.

Cancellations: Mechanical failure or situations beyond reasonable control of Lac La Biche County may result in cancellation of the contract. Full refunds will only be issued in instances where programs have been cancelled by Portage Pool. The County shall give the Renter as much notice as reasonably possible in the event of a cancellation. Alternate pool times may be negotiated with the Aquatic Services Coordinator.

Cash, cheque, debit, and account adjustments must be refunded via cheques processed through the Lac La Biche County Finance Department. Credit card payments will be automatically refunded back to the client card from the Portage Pool Front Desk. If the card has expired, a cheque will then be issued.

Section 6: Supervision and Admission Procedure

Pursuant to policy CM-71-019 Pool Admission and Supervision Policy. All bathers must comply with the following procedure at all times.

FAILURE TO COMPLY WITH THESE SUPERVISION REQUIREMENTS MAY RESULT IN CANCELLATION OF THE RENTAL AGREEMENT WITHOUT NOTICE AND WITHOUT REFUND.

GENERAL TERMS AND CONDITIONS

1. A responsible person at least 12 years of age may supervise up to a maximum of 3 children or youth at any given time within the aquatic facility.
2. All users are required to follow the posted facility rules and health regulations as defined by the Swimming Pool Regulations of the Alberta Public Health Act.
3. All swim assessments will be administered by a lifeguard and the result of the assessment will be at the discretion of the lifeguard.
4. Responsible Person(s), children, and youth who refuse to abide by this procedure will be asked to leave the facility.

ADMISSION & SUPERVISION STANDARDS

Per Lac La Biche County Procedure CM-71-019, the following admission and supervision standards apply to all Portage Pool guests. Note that when the Aquatrack is in place, pool staff are unable to administer the Facility Swim Test. To view the complete procedure, visit laclabichecounty.com.

Children Ages 6 and Under

1. All children must be accompanied in the pool area at all times by a responsible person at least 12 years of age or older, within arms' reach and within the same pool as the child, even if the child is wearing a lifejacket.
2. Children who do not have a responsible person to provide this level of supervision will not be permitted to enter the pool area, even with a lifejacket.
3. Children will be issued a red wristband in order for the lifeguards to easily recognize children who require direct supervision.
4. Children are not permitted use of the swing rope, even with a lifejacket.
5. Children are permitted to use the large blue slide in the main pool under the direct supervision of a responsible person if they meet the minimum height requirement of 36 inches. They will not be permitted to ride the slide on the lap of a responsible person as a substitute for meeting these requirements.

6. Children are permitted to use the diving board under the direct supervision of a responsible person only if they meet the minimum height requirement of 36 inches *and* at the discretion of the lifeguard monitoring the deep end.

Youth Ages 7 to 11 Years

1. Youth will be issued a yellow wristband and must be accompanied in the pool area at all times by a responsible person at least 12 year of age or older, even if they are wearing a lifejacket.
2. Youth who successfully complete the swim test on three separate visits to Portage Pool will be an entitled to a card that identifies them to automatically receive a green wristband upon entry to the facility.
3. Youth who do not complete the swim assessment are permitted to swim in the shallow end of the main pool, in the wading pool, and in the whirl pool without a lifejacket, per the lifeguard team's discretion.
4. Youth who do not complete the swim test will wear a yellow wristband and will not be permitted access to the deep end (including use of the swing rope and diving board) unless they are wearing a lifejacket or have the direct supervision of a responsible person.

Aquatrack Admission and Supervision Rules

1. Children aged 7-11 may use the Aquatrack without a lifejacket if they have successfully passed the facility swim test. Please note, when the Aquatrack is in place, pool staff are unable to run the swim test at that time.
2. Children aged 3 and under are not permitted to use the inflatables as directed by the manufacturer (this includes the Aquatrack and the individual inflatables).
3. Children aged 4-6 may only use the inflatables if accompanied by a caregiver aged 12+ ON the Aquatrack regardless of the swimming ability of the child.
 - a. The child must also be wearing a lifejacket, even if they are within arm's reach of the caregiver while on the Aquatrack.
 - b. The caregiver must be a confident swimmer and provide active supervision of the child, including providing assistance to the child to complete the Aquatrack (this is not in place of lifeguard supervision).
 - c. If the child exits the Aquatrack early (for example, they fall off), the caregiver must go with them.
 - d. On items where one person is permitted at a time (the Slope and the Bridge), the caregiver should go through first and supervise the child's progress, providing assistance as needed.

By initialing below, I confirm that I have read and understand the above supervision and admission rules and agree to disclose this information to any adults, teachers, and/or volunteers attending the event. I understand that my rental may be cancelled if I do not comply with the above supervision and admission policy, and no refund will be issued.

Agent Initial: _____ **Date:** _____

Section 7: Facility and Aquatrack Rules and Patron Conduct

In additional to Facility Rules enforced by Portage Pool staff, the following Aquatrack specific rules apply. Review these carefully prior to arriving at Portage Pool for your booking.

It is intended that users move through the Aquatrack at a constant pace, it is not intended for users to stop and play on an item for a period of time. Users must move through continuously from beginning (step) to end (slope).

1. No more than 2-3 people on the Aquatrack at one time, at the lifeguard team's discretion.
2. Do not dive off of any Wibit item, particularly the Cliff and Slope.
3. Do not climb on top of the Cliff.
4. Do not go face first off of the slope.
5. Ensure that you are being careful when grabbing handles, failure to grab handles securely may cause you to slip.
6. Do not stand on top of the Slope.
7. Feet first sliding down the center or the Slope is permitted; do not slide face first.
8. Only one user at a time should use the Bridge.
9. Only one user at a time can use the Slope.
10. Do not run; fast walking is permitted at the lifeguard team's discretion.
11. Do not swim in the pool when the Aquatrack is setup. If items are set up individually in the pool, do not enter the designated Wibit area.

12. Users are to begin at the step and move forward through the Aquatrack; do not go the opposite direction or attempt to get back on after exiting the Aquatrack.
13. No rough play of any kind on the Wibit items or Aquatrack.
14. No jewelry around the neck or jewelry that is dangling is permitted while using the Aquatrack/Wibit items as it may get caught (some exceptions for religious reasons are permitted at the discretion of the lifeguard team).
15. No sharp objects are to be worn on the Wibit and/or Aquatrack, including locker keys.
16. No gum, candy, or other object in the mouth while swimming at any time, especially when using the Wibit and/or Aquatrack.
17. Lifejackets must be completely secured prior to use.
18. If you fall off the Aquatrack or exit the Aquatrack earlier (i.e. do not finish at the Slope) you must swim away from the Aquatrack to the nearest wall. DO NOT swim under the Aquatrack under any circumstances. DO NOT swim the length of the pool to the deep end.
19. Users must never enter the Wibit and/or Aquatrack until it is fully inflated and in place.
20. Users may only begin the Aquatrack at the first obstacle, once they have gained access from the Line Attendant.
21. If directed by a lifeguard, users must exit the Aquatrack immediately and must NOT attempt to complete the track; swim to the nearest wall, exit the pool, and wait for instructions from a lifeguard.
22. If the Wibit and/or Aquatrack loses air, exit immediately and swim to the nearest wall, do not attempt to finish the Aquatrack.
23. Users must not have soap or body lotion on their skin when using the Wibit and/or Aquatrack; direct users to shower thoroughly with warm water and soap before entering the pool and before using the Wibit and/or Aquatrack.
24. If the Wibit and/or Aquatrack becomes detached from the pool walls, notify a staff member immediately and all users must exit the Wibit and/or Aquatrack until it is reattached.

The Wibit® Aquatrack is the property of Lac La Biche County Portage Pool and is to be used at Portage Pool only. It is not to be used outdoors or in any other space besides Portage Pool's main pool. Wibit is not to be used in any way other than what is specified by the Manufacturer.

Patron Conduct

1. The agent is responsible for any and all damaged equipment and/or property and any financial compensation required for damage occurring;
2. Conduct within Portage Pool should be in the spirit of good sportsmanship. Please show other users, equipment, and team members courtesy and respect at all times;
3. Designated wristbands must be worn by all children under age 12 at all times in Portage Pool;
4. Food and beverages other than water are not permitted in barefoot areas including change rooms and the pool deck;
5. Food and glass bottles or containers are not permitted in barefoot areas including change rooms and the pool deck;
6. Anyone entering the facility who is suspected of being intoxicated will be asked to leave;
7. Portage Pool assumes no responsibility for any personal belongings brought into the facility. Guests who bring belongings to the facility do so at their own risk. Portage Pool will not be held responsible for any damages, losses or theft;
8. Smoking is not permitted within Portage Pool or within 5 meters of all exterior doors and vents. Please use designated smoking areas and refuse containers;
9. Animals, other than approved service animals, are not permitted in the facility;
10. Injuries, accidents, near misses, and equipment failures must be reported immediately to Portage Pool staff;
11. Misconduct will not be tolerated and may result in immediate and/or prolonged suspension from the Portage Pool and/or criminal charges;
12. Permission from Lac La Biche County representatives is required for any solicitation in Portage Pool for photography and/or videotaping.

Discipline – Major Incidents:

These types of incidents are defined as intentional acts/actions that break Portage Pool rules and regulations, are of extreme safety concern, or could cause potential damage to facility equipment or structures. Due to the severity of major incidents, Portage Pool assumes a “no tolerance” approach. The guest(s) will not be authorized entry back into the facility until notification has been provided to them by the Aquatic Services Coordinator or designate. Examples include, but are not limited to, the following:

- Being in unauthorized areas of the facility;
- Conducting dangerous activities within the facility;
- Being in possession of weapon;
- Smoking or being intoxicated/under the influence of drugs inside the building;

- Physical fighting;
- Verbal abuse;
- Tampering with emergency equipment; or
- Intentional damage to the facility structure or equipment.

THIS LIST OF RULES IS NOT EXHAUSTIVE. PORTAGE POOL LIFEGUARDS WILL USE THEIR DISCRETION IN ENFORCING RULES TO ENSURE THE SAFETY OF ALL GUESTS AND STAFF.

By initialing below, I confirm that I have read and understand the above, and that all participants shall abide by all facility regulations posted and rules communicated by lifeguards. Lac La Biche County has the authority to evict anyone creating a disturbance, or acting in an unsafe manner, and may in its sole discretion terminate this contract immediately.

Agent Initial: _____ Date: _____

Section 8: Waiver for Liability in Case of Negligence

**PLEASE READ CAREFULLY BEFORE SIGNING.
THIS IS A RELEASE OF LIABILITY AND A WAIVER OF SOME OF YOUR LEGAL RIGHTS.**

Responsibility/Liability for Damages:

The agent agrees to hold harmless and indemnify Lac La Biche County, its servants, and its agents from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expenses and costs (on solicitor and his own client basis), which arise out of or during the use of this facility under this rental contract, **even where the Lac La Biche County is found to be negligent.**

By signing below, I as the representative of the rental group recognize the inherent risks of swimming. These include but are not limited to slipping on wet surfaces, cuts, scratches, broken bones and the potential for more serious injury including drowning. I understand that physical activity creates a potential risk to the bones, joints, ligaments and muscles as well as the cardiovascular system.

I have carefully read the above waiver for liability and sign it with full knowledge of its contents and significance. I release Portage Pool, Lac La Biche County, its employees, agents, and entities thereof from any direct or consequential injuries that may result from being on the premises.

Witnesses' Name (please print): _____ Agent's Name (please print): _____

Signature: _____ Agent's Date of Birth: _____

Date: _____ Signature: _____

Date: _____



Lac La Biche County
Box 1679
Lac La Biche, AB
T0A2C0

Aquatic Services Coordinator:

Tegan Chislett
780-623-6778
tegan.chislett@laclabichecounty.com

Questions regarding billing to
Portage Pool Clerk:

Chanson Encounter
780-623-6725
chanson.encounter@laclabichecounty.com

TO BE COMPLETED BY LAC LA BICHE COUNTY STAFF

Invoice: _____ Receipt: _____ Permit: _____

Date Provided: _____ Staff Initial: _____

Booking Request Received: In Person Email

Booking Request Date Received: _____ Staff Initial: _____

Full Payment Received: No Yes: _____ Staff Initial: _____

Method of Payment: Cash Debit Credit Cheque: _____

Bill at the End of the Month: No Yes: _____ Staff Initial: _____