

Revised August 2018

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



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
Lane	1 25m lane.	\$11.25
Half Pool	5 lanes at 12.5m. Cannot book ¼ of a lane.	\$28.00
Main Pool	Full main pool, max occupancy is...	\$56.00
Wading Pool	Full wading pool, maximum occupancy is...	\$40.75
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.	\$30.50
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.	\$127.50
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.	\$23.00
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.	\$21.50

Lifeguard Fees

Lifeguard to bather ratio must be followed at all times. Ratios include anyone on the pool deck and in the water swimming. The ratios also include any adults getting in to swim to meet the supervision ratio.

Number of Lifeguards	Swimmers
2	1-30
2	31-60
3	61-90
4	91+

Section 2: 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 3: Booking Details

Booking Information

Activity: _____

Contact Information

Agent's Name: _____
 Email: _____
 Phone: _____
 Mailing _____
 Address: _____

Facilities Requested (see Section 1 for facility details)

- Full Facility
- Main Pool 5 Lanes
- Half Main Pool Deep
- Half Main Pool Shallow
- (#) Lane
- Wading Pool
- Hot Tub

Quotes

You will receive a quote for your booking after this form is received. The quote comprises the facility cost, the staff cost, and any additional fees.

*"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.

Dates/Times Requested

Date	Start Time	End Time

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	_____

*All children aged 6 and under must be within arm's reach of a responsible person aged 12 or older in all pools and at all times. One responsible person (12+) may supervise a maximum of 3 children aged 6 and under at one time.
For full details see Appendix B: Lac La Biche County Supervision and Admission procedure

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 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.

DEFINITIONS

- a. "Within Arms' Reach": The Lifesaving Society defines this as being within sight and within two feet of young children when in or near water.
- b. "Responsible person": is defined as someone 12 years of age or older who is responsible for another person.
- c. "Child": is defined as 6 years of age or younger.
- d. "Youth": is defined as 7 to 11 years of age.

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.

SWIM TESTS

1. The following swim assessment is adapted from the Lifesaving Society's Canadian Swim to Survive Standard:
 - a. Jump feet first into deep water and submerge completely;
 - b. Surface and swim 25 meters comfortably on stomach without stopping or resting;
 - c. Tread water comfortably for 1 minute, maintaining both mouth and nose above the water at all times.
2. Lifeguards are trained to administer and judge swim assessments. They have extensive training and experience in recognizing weak, tired, injured, non-swimmers, etc. The lifeguard's judgment will be final. Any further disputes regarding the outcome of the swim assessment may be settled with the most senior staff member or lifeguard available at that time.
3. Swim assessments will be carried out for all youth ages 7 to 11 who wish to swim without direct supervision by a responsible person at all times and in all areas of the pool facility, with or without a lifejacket.
4. Children ages 6 and under must be accompanied in the pool area by a responsible person within arms' reach at all times and therefore are not eligible to attempt a swim assessment. Refer to Admission & Supervision Standards listed below for details.
5. Youth who complete the swim assessment to the satisfaction of the lifeguard administering the test will be issued a green wrist band and will be permitted to swim in all pools without direct supervision, including the swing rope, diving board, and blue slide in accordance with posted rules and under the direction of lifeguards.
6. Youth who do not complete the swim assessment to the satisfaction of the lifeguard administering the assessment will only be permitted limited access to the pool areas unless directly supervised by a responsible person. Limited access includes:
 - a. The shallow end of the main pool, at the discretion of the lifeguard;
 - b. The wading pool;
 - c. The whirlpool.
7. Youth who successfully complete the swim assessment on three separate visits to Portage Pool will be entitled to a card that allows them to automatically receive a green wrist band upon entry to the facility, and are exempt from performing the swim assessment upon each visit.
8. Swim assessments may only be attempted once per visit (day).
9. These standards are applicable to all youth patrons of Portage Pool.
10. Responsible Persons, children, and youth who refuse to abide by this procedure will be asked to leave the facility.

ADMISSION & SUPERVISION STANDARDS

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 wish to swim without direct supervision may attempt to complete a swim assessment, administered by a lifeguard. Youth undergoing the swim assessment must successfully complete it prior to the responsible person leaving the premises. Refer to Swim Assessment standards listed above for details.

3. Youth who successfully complete a swim assessment will receive a green wristband and have access to all areas of Portage Pool.
4. Youth who successfully complete the swim assessment on three separate visits to Portage Pool will be entitled to a card that identifies them to automatically receive a green wristband upon entry to the facility.
5. 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.
6. Youth who do not complete the swim assessment will have to 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.

I 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 Rules and Patron Conduct

- Street shoes are not permitted in the change rooms or pool area.
- All bathers must wear a bathing suit even under T-shirts.
- Everyone must take a cleansing shower using warm water and soap prior to entering pools.
- Diving is not permitted in the wading pool, whirl pool, or in the shallow end of the main pool.
- No person shall spit, spout water, defecate, urinate, or otherwise pollute the pool water.
- Children 3 years and under or anyone who is incontinent must wear protective, water resistant swimwear. Regular diapers are not permitted in the pool.
- Any person with incontinence or diarrhea over the previous 2 weeks must not enter the pool.
- Persons on medication for high blood pressure, heart condition or other medical conditions must consult with a physician prior to use of the whirl pool and steam room.
- It is strongly recommended that persons with medical conditions disclose the condition in confidence to a lifeguard.
- Swearing, foul language, racist or bigoted slurs, and bullying is not permitted in the facility.
- There is a zero tolerance policy for harassment or violence against members of staff.
- Lifeguards must be obeyed at all times.

Whirl Pool

- Patrons should spend no more than 10 minutes at a time in the whirl pool.
- Headaches or dizziness are signs to leave the water immediately.
- Bathers should not swim in the whirl pool.
- All bathers should sit calmly when using the whirl pool.
- Pool equipment including kick boards, toys, and PFD's are not allowed in the whirl pool or on the whirl pool tiled platform.
- Patrons must not submerge their head in the whirl pool.
- Women who are pregnant, persons with heart condition, hypertension, seizures, diabetes, and obesity and those greater than 65 years of age should consult with a physician prior to use of the whirl pool.
- Bathers should enter and exit slowly using the stairs, especially children.
- It is strongly recommended that children under age 2 not enter the whirl pool.
- Lifeguards reserve the right to turn the jets off at any time if deemed necessary.

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 under the influence of illegal drugs or alcohol 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 POOL RULES TO ENSURE THE SAFETY OF ALL PATRONS OF THE POOL.

I agree 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
 780-623-6777
 chanson.encounter@laclabichecounty.com

TO BE COMPLETED BY LAC LA BICHE COUNTY STAFF

Invoice: _____ Receipt: _____ Permit: _____

Date Provided: _____ Staff Initial: _____

Booking Request Received:	<input type="checkbox"/> In Person	<input type="checkbox"/> Email	
Booking Request Date Received:	_____	Staff Initial:	_____
Full Payment Received:	<input type="checkbox"/> No	<input type="checkbox"/> Yes: _____	Staff Initial: _____
Method of Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Credit <input type="checkbox"/> Cheque: _____
Bill at the End of the Month:	<input type="checkbox"/> No	<input type="checkbox"/> Yes: _____	Staff Initial: _____