

**IMPORTANT INFORMATION:** To book a facility at Portage Pool submit this form in person to the Portage Pool Staff or by email [poolstaff@laclabichcounty.com](mailto:poolstaff@laclabichcounty.com) A Portage Pool staff member will contact you to provide a booking quote.

# Portage Pool

## Aquatic School Booking Form



*Lac La Biche County*  
welcoming by nature.

## Fees

**INVOICING:** Invoices will be provided at the time of booking and statements will be sent monthly. Unpaid invoices risk losing future booking privileges. **These invoices will be sent out by mail unless specified to be sent to the email address provided.**

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	One 25m lane.	\$13.50
Main Pool	Full main pool, includes Hot Tub	\$57.00
Wading Pool	Full wading pool, includes Hot Tub	\$41.50
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.	\$130.00
Staff		Fee per Hour
Lifeguard/Instructor	See note regarding how staffing needs are determined for each booking.	\$30.00
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

\*Schools will receive 15% off total booking cost

### 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 into swim to meet the supervision ratio.

Number of Lifeguards	Swimmers
2	1-40
2	41-80
3	81-120
4	121-160
5	161-200

### Swimming Lessons and Fees

**Swim to Survive:** School swimming lessons will be conducted using the Lifesaving Society Swim to Survive curriculum. This is **not the same** curriculum used during traditional swimming lessons. Participants receive a certificate at the end as they work towards achieving a Swim to Survive standard.

The Society defines the minimum skills needed to survive an unexpected fall into deep water. These are expressed in a skill sequence in the Canadian Swim to Survive standard:

- **ROLL into deep water**
- **TREAD water for one minute**
- **SWIM 50 metres**



Additional instructors may be required depending on the age, ability, and number of swimming lesson participants. This is to ensure the safety of Portage Pool staff and the participants as well as to provide a better-quality swimming lesson.

Swimming lesson ratios are roughly:

- Ages 3-6 = 1:5
- Ages 6-8 = 1:8

**Swim for Life Program:** Swim for Life is a comprehensive swim program that focuses on the acquisition and development of fundamental swim strokes and skills for learners of all ages and abilities. This program is divided up into 8 Preschool levels and 6 Swimmer levels that can be offered in a combination of ways that works best for you. Anywhere from 3-8 lessons, 30-60 minutes in length. **Cost of \$20.00/student.** These fees are all inclusive, there are no additional fees for instructors, pool space, etc. Participants will receive recognition materials upon completion of the lessons.

## Booking Details

### Registration Forms

All participants **must** complete the form in **Appendix A**, please photocopy and send home with participants. The forms are used to create participant profiles in our booking software, PerfectMind, and help us create a roster for each booking for emergency purposes as well as to track swim tests when they are completed by participants.

### Booking Information

School Name: \_\_\_\_\_  
 Grade of Students: \_\_\_\_\_  
 Agent's Name: \_\_\_\_\_

### Agent/School Contact Information

Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

### Facilities Requested (Check those that apply)

- Full Facility
- Main pool
- Wading Pool
- Swimming Lessons

### 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:

**Monday's - 9:00-11:00am, 1:00-3:30pm**

**Wednesday's - 9:00-10:00am, 1:00-3:30pm**

**Friday's - 9:00-11:00am, 1:00-3:30pm**

Please state multiple date/time options in case first choice is not available to book.

Weekday	Date	Start Time	End Time

### Participant Information:

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

*Children aged 0-6 years	_____
*Children aged 7-11 years	_____
Children 12+ years	_____
Adults Participating	_____
<b>Total in Attendance</b>	_____

\*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.

### Additional Comments:

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## Contract Terms and Conditions

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

**Purpose:** Renter may use the Facility for the purpose specified in the attached contract only.

**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.

**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. 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.

## 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.**

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Aquatic Services Supervisor:

Submit Booking request form  
to Customer Service Representative:

Lac La Biche County  
Box 1679  
Lac La Biche, AB  
T0A 2C0

Sarah Jackson  
780-623-6778  
sarah.jackson@laclabichedcounty.com

Portage Pool Customer Service Representative  
780-623-6777  
poolstaff@laclabichedcounty.com

# Portage Pool Public Swim Schedule



This schedule is in effect from **September 2023 to June 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Lane Swim 6-8am		Lane Swim 6-8am		
	School Rentals 9-10am	Swimming Lessons 9-11am	School Rentals 9-10am	Family Swim 9:30-11am	School Rentals 9-11am	Available for Rent 9am-12pm
	AquaFit 10-10:45am		FCSS Seniors AquaFit 10-11am			
Lane Swim 12-1pm	Lane Swim 11am-1pm	Lane Swim 11am-1pm	Lane Swim 11am-1pm	Lane Swim 11am-1pm	Lane Swim 11am-1pm	Lane Swim 12-1pm
Toonie Swim 1-5pm	School Rentals 1-3:30pm	Seniors Swim 2-3:30pm	School Rentals 1-3:30pm	Seniors Swim 2-3:30pm	School Rentals 1-3:30pm	Family Swim 1-3pm
	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6:30pm	Swimming Lessons 4-6pm	Available for Rent 4-6pm	Public Swim 3-5pm
Available for Rent 5-7pm	Public Swim 6:30-8pm		Public Swim 6:30-8pm	AquaFit 6-6:45pm		
	Lane Swim 8-9pm	Public Swim 7-9pm	Lane Swim 8-9pm	Public Swim 7-9pm	Public Swim 6:30-8:30pm	*Wibit Swim 12-4pm*

\*The WIBIT is set up one select Saturday of each month from 12-4 pm, replacing regular public and lane swims.

\*\*Hours and fees are subject to change. For the most up-to-date information, please visit our Facebook page, our website boldcenter.ca or call Portage Pool 780-623-6777



## WIBIT SWIM DATES

September 23    December 16    March 23  
 October 21    January 20  
 November 25    February 17

The WIBIT is set up one select Saturday of each month from 12-4 pm, replacing regular public and lane swims. During WIBIT swims the main pool is only available for use of the WIBIT, the wading pool, hot tub and steam room remain open during this time.



Please note that Portage Pool follows the Northern Lights Public Schools schedule for holiday swims.

Portage Pool offers additional swim times on Family Fridays and other school holidays. **All swims scheduled 1-3 pm**

September 29    December 27 - January 5  
 October 23 & 24    January 19  
 November 10 & 24    February 14 - 16  
 December 8    March 8 & 28

Portage Pool will be open holiday hours 12 - 4 pm on all statutory holidays.

\*Closed Dec 25, 26 and Jan 1

## Admission Fees

Portage Pool Only	Drop In	10 Pass	Monthly	Annual
Toddlers (0-3)	<b>FREE</b>			
Child/Youth (4-17)	\$3.50	\$31.50	\$28.50 (all access)	\$227.50
Student*/Senior (60+)	\$4.00	\$36.00	\$35.50	\$265.75
Adult (18-59)	\$5.50	\$49.50	\$48.50	\$371.50
Family**	\$14.00	\$126.00	\$80.00	\$612.00

**10 Pass** is valid for 1 year from the date of purchase. **Students\*** - provide proof of enrollment in min 3 courses/semester. Drop in's permitted with valid student ID. **Family\*\*** - (max 5 family members residing in same household) 2 adult max. Additional family membership receive 50% off regular membership rates.

## Important Information

- Wristbands are given to all children under age 12. Ask us for more information about our safety & supervision policy or visit [boldcenter.ca](http://boldcenter.ca).
- Children under 12 must always have a responsible person (12+) in the facility.
- Children 6 & under must have a responsible person (12+) actively supervising and within arms reach at all times. The responsible person can supervise up to 3 children (6 & under) at a time.
- All children 3 & under are required to wear a swim diaper with a tight fitted swimsuit over top (must always be two layers). **Disposable swim diapers are available for free at the front desk.**
- Showers are available any time the facility is open for \$2.

Swim Types	What's Available
Lane Swim	<ul style="list-style-type: none"> <li>• Main pool, wading pool, hot tub, and steam room are available for use.</li> <li>• The main pool is divided into lanes by the speed of the swimmer.</li> <li>• The wading pool is open for families with young children and babies.</li> <li>• Youth who can swim following the lane patterns may join the lane swim.</li> </ul>
Family Swim	<ul style="list-style-type: none"> <li>• <b>Designated for families only.</b></li> <li>• All pools and amenities are available for use.</li> <li>• The main pool is divided by a buoy line (shallow/deep).</li> </ul>
Senior Swim	<ul style="list-style-type: none"> <li>• <b>Designated for senior and adults only.</b></li> <li>• All pools and amenities are available for use.</li> </ul>
Public Swim	<ul style="list-style-type: none"> <li>• All pools and amenities are available for use.</li> <li>• The main pool is divided by a buoy line (shallow/deep).</li> </ul>
Toonie Swim	<ul style="list-style-type: none"> <li>• This swim is a Public Swim but at the reduced cost of \$2 per person.</li> </ul>



## Appendix A: Student Information Form

Portage Pool is collecting this information for administrative purposes and it will be permanently stored in our database, PerfectMind. The information will be used for emergency purposes, to track passed swim tests, to track attendance, and other administrative purposes. Portage Pool will never distribute this information to a third party.

Student's First Name:	_____	Student's Last Name:	_____
Student's DOB:	_____	Phone Number:	_____
<u>Mailing Address:</u>	_____	City/Town:	_____
Postal Code:	_____	Last Swim Lesson Level Completed:	_____

### Emergency Information

Emergency Contact #: \_\_\_\_\_  
 (Must be different from other phone number)

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relationship: \_\_\_\_\_

### Special Notes

Please tell us about any medical, physical, mental, behavioural special needs. This information helps instructors provide better lessons to swimmers and recognize/respond to medical emergencies better. All medical information is kept confidential and shared only with the participant's instructor.

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Last Swimming Lesson Level Completed: \_\_\_\_\_

Your personal information is being collected under the authority of and pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Coordinator of Legislative Services at 780-623-6773, email at [legservices@laclabichedcounty.com](mailto:legservices@laclabichedcounty.com), or in writing, Box 1679, Lac La Biche AB, T0A 2C0.