IMPORTANT INFORMATION: To book a facility at the IPC Aquatic Centre submit this form in person to IPC Aquatic Centre Staff or by email poolstaff@laclabichecounty.com An IPC Aquatic Centre staff member will contact you to provide a booking quote.

IPC Aquatic Centre

School Booking Form

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:

Option 1: Facility Rental

Space		**Fee per Hour with Discount**
Lane	One 25m lane. DOES NOT include lifeguard	$22.50
Main Pool	Full main pool includes Hot Tub. DOES NOT include lifeguard	$135.00
Wading Pool	Full wading pool includes Hot Tub. DO DOES NOT include lifeguard	$135.00
Full Facility Rental	Includes main pool, wading pool, hot tub, steam room & one lifeguard	$333.00
Staff		**Fee per Hour with Discount**
Lifeguard/Instructor	See note regarding how staffing needs are determined for each booking.	$27.00
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 receive 10% off regular booking costs

Lifeguard Fees

Lifeguard to bather ratio must be always followed. 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 ratios.

Number of Lifeguards	Swimmers
2	1-60
3	61-100
4	100-140
5	141-180
6	181-250

Option 2: Group Discount rate (pay per student)

During any of our school rental/booking times receive 10% off regular drop-in admission rates. Booking must be done in advance

Membership rates		**Drop-in fees**
Infant / Toddler	0-3 years	Free
Child	4-12 years	$5.00
Youth	13-17 years	$6.00
Senior / Student*	60-69 years / 18+ years	$6.75
Adult	18-59 years	$10.50
Super Senior	70 years +	Free
Cancellation		**Fee**
More than 72 Hours	Notice must be received in writing to receive a refund minus an administrative 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

What does this package get you?

- Access to the IPC Aquatic Centre and the Bold Centre (if space is available)
- Discounted admission rates*
- Pre-packaged wristbands

Option 3: Swimming Lessons

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 meters**

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 providing better-quality swimming lessons. Swimming lesson ratios are roughly:

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

Swim for Life Program (Swimming Lessons): 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 into 5 Preschool levels and 6 Swimmer levels that can be offered in a combination of ways that work best for you. Anywhere from 3-8 lessons, 30-60 minutes in length for the cost of **$25.00/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** if participating in swimming lessons, please photocopy and send home with participants. A class list of student's names is to be provided for regular full facility swimming. The forms are used to create participant profiles in our booking software, Xplor, 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
- ☐ Competition Pool
- ☐ Wading Pool
- ☐ Group Discount rate
- ☐ Swim to Survive
- ☐ 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 organization's booking in our booking system; we therefore require the personal information of the person requesting the booking.

Dates/Times Requested:

Monday's - 9:00-10:00am, 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 0-8 years	
*Children aged 9-11 years	
Children 12+ years	
Adults Participating	
Total in Attendance	

*All children aged 8 and under must always be within arm's reach of a responsible person aged 16 or older in all pools. One responsible person 16yrs and over may supervise a maximum of 3 children aged 8yrs and under at one time.

Additional Comments:

_____

_____

_____

_____

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 cancellation. Alternate pool times may be negotiated with the Aquatic Services Supervisor.

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 Bold Centre 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: _____

Lac La Biche County
welcoming by nature.

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

Aquatic Services Supervisor:
Sarah Jackson
780-623-6778
sarah.jackson@laclabichecounty.com

Submit Booking request form
To IPC Aquatic Centre staff:
Bold Centre Customer Service Representative
780-623-3829
poolstaff@laclabichecounty.com

Appendix A: Student Information Form

IPC Aquatic Centre collects this information for administrative purposes, and will be permanently stored in our database, Xplor Rec. 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: _____
Mailing Address: _____
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 special needs (behavioral, cognitive, physical, neurodivergent, etc.) your child may have. This information helps instructors provide better lessons to swimmers and recognize/respond to medical emergencies more efficiently. All medical information is kept confidential and shared only with the participant's instructor.

_____

_____

_____

_____

_____

_____

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 Legislative Services at 780-623-6773, email at legservices@laclabichecounty.com, or in writing to Lac La Biche County – Legislative Services, Box 1679, Lac La Biche AB, T0A 2C0.