

# RENTAL REQUEST

(PLEASE PRINT and return form to Pool Supervisor)



Today's Date: \_\_\_\_\_ Staff person taking the request: \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Organization / Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Purpose (Circle One): General Swim - Instructional - Birthday Party - Swim Meet - Club Practice - Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town/Village: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Twp: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Ages: (5 and under) \_\_\_\_\_; (6-9) \_\_\_\_\_; (10/11) \_\_\_\_\_; (12 and over) \_\_\_\_\_; Group Leaders: \_\_\_\_\_ Total No. of Participants: \_\_\_\_\_

Other contact information: Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Pool requested: \_\_\_\_\_ Main Pool only Time: \_\_\_\_\_ To: \_\_\_\_\_  
 \_\_\_\_\_ Hot Pool only Time: \_\_\_\_\_ To: \_\_\_\_\_  
 \_\_\_\_\_ Main/Hot Pools Time: \_\_\_\_\_ To: \_\_\_\_\_  
 \_\_\_\_\_ Lobby/Board Room Time: \_\_\_\_\_ To: \_\_\_\_\_

**Cancellation Policy**  
 There will be no refunds if rental is cancelled within (6) six weeks of Rental Date.  
  
 Rentals are scheduled based on first-come-first-served and staffing availability. Staff will call to request payment and to confirm booking. Do not send payment with your request.

Facility	Number of People	Resident Fee Per Hr/Incl tax	Non Resident Per Hr/Incl tax
Main Pool Only	Up to 25 people	\$206.25	\$309.50
	<b>26-75 people</b>	<b>\$242.25</b>	<b>\$363.50</b>
Hot/Wading Pool Only	Up to 25 people	\$206.25	\$309.50
	<b>26-50 people</b>	<b>\$242.25</b>	<b>\$363.50</b>
Main & Hot/Wading Pools	Up to 25 people	\$242.25	\$363.50
	<b>26-75 people</b>	<b>\$278.50</b>	<b>\$417.75</b>
Lobby/Board Room	Up to 30 people	\$35.00	\$52.50
			<b>Total Including Tax</b>

Rental Confirmed (Staff): \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Payment Received (Staff): \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Payment Method (circle one)      Visa                      Master card                      Debit                      Cash                      Cheque

Payment by Telephone (circle one):      Visa                      Master card

**Admission / Supervision Policy** applies to all non-instructional swims including but not limited to public swims, family swims, lap swims, lane swims, hot pool swims and birthday party rentals.

**Group Supervision Policy** applies to Day camps, Daycare, Sports Camps, Non Profit Organizations (Scouts, Guides, etc.) and School swims.

## SUPERVISION POLICY INFORMATION

359 Bridge St. Carleton Place, Ontario K7C 3H9  
Phone: (613) 257-1005 or (613) 257-8302

### Admission/Supervision Policy

- Children under the age of 6 years old may not be admitted to the swimming pool unless they are accompanied by a parent or guardian who is responsible for their direct supervision **and are within arms reach at all times.**
    - Maximum of two children for each parent or guardian, **or 3 children if one is in a lifejacket.**
  - Children 6 and over, but under the age of 10 years, **who are non-swimmers** must be accompanied by a parent or guardian who is at least **14** years of age and responsible for their direct supervision **and are within arms reach at all times.**
    - Maximum of 4 bathers for each parent or guardian when any one is not in a lifejacket.
    - Maximum of 8 bathers for each parent or guardian when all in their care are in lifejackets.
- Children between the ages of 6-9 years of age, who are swimmers, must be accompanied by a guardian who will remain in the facility at all times.**
- . Swimmers must be able to swim 25 meters of the pool
  - . Maximum 6 bathers for each guardian
- Children **10 years old and over, who are swimmers**, may be admitted to the swimming pool unaccompanied.
  - Children 6 years of age and older must use change rooms of the same gender.
  - All swimmers entering the pool with a known medical condition should inform aquatic staff prior to being admitted.

### Group Supervision Policy

**Policy:** That the following terms be applied to all groups wishing to attend a public swim or rent the pool at the Carleton Place Pool. Those groups that do not adhere to the following will automatically fall under the supervision policy for individuals.

*Participants must:*

1. Notify the pool in advance of their attendance, **minimum 48 hour notice.**
2. Specify the number of participants expected, including supervisors.
3. A max. of two groups per public swim will be permitted with the total number of participants not exceeding 80.
4. Groups must arrive 15 minutes in advance of the swim and have all their participants screened by pool staff.
5. All participants will be **fitted with a bracelet which will remain on the participant until after the screening and removed only by the lifeguard** if the swimmers has successfully completed the required swimming distance.
6. All weak swimmers will **be identified with a bracelet and will wear a lifejacket throughout the swim, including the hot pool. At no time must the life jacket be removed.**
7. *All day camp/group supervisors must be actively participating, in the pool, throughout the swim.*
8. The following supervisor to group participant ratios must be adhered to:

Participants 5 & under (not in lifejackets)	1:4 Supervisor: Participants
Participants 5 & under (all in lifejackets)	1:8 Supervisor: Participants
9. Admission to the pool will be set at the child rate per person during public swims and regular rental rates for private bookings.
10. Groups may request to be invoiced or may pay cash per visit.