

# Adaptive Swimming Pool Reservation Policy

## **PLEASE NOTE:**

RESPONSIBLE PARTIES ARE REQUIRED TO READ, UNDERSTAND AND FOLLOW ALL POLICES CONTAINED IN THIS DOCUMENT. FAILURE TO DO SO MAY RESULT IN CANCELLATION OF EVENT. The following information is designed to help you through the process of securing and hosting a successful event at The Adaptive Recreation Center Swimming Pool. It is our desire to make this a simple process, so do not hesitate to ask our staff for assistance! We are here to help and want your event to be an enjoyable experience!

## **SECURITY DEPOSIT/PRICING**

1. \$50 per hour rental deposit will be due and may be refundable pending cancellation due to weather. The full amount will be due before the event.
2. The price on the pool rental request form is ONLY A DEPOSIT to secure and hold your date.
3. The deposit amount will be applied toward the total pool reservation cost, leaving a balance to be paid on the day of your event before it begins.
4. Failure to pay balance on time may result in immediate cancellation of the event, unless other arrangements are made with facility manager via e-mail.
5. Due to high demand, cancelled reservations are subject to a processing fee.
6. Pool reservation hourly rate is determined by the total number of people at the event, NOT JUST SWIMMERS. If your reservation size outgrows the number indicated on your approved request, we will not accommodate you. There is a specific ratio that must be followed for safety reasons, failure to meet this requirement will result in your reservation being immediately cancelled, with no refund.
7. No refunds will be issued for failing to 'show up' for a scheduled reservation.

## **WEATHER**

- 1) Reservations may be cancelled, with management, the day prior to your event, due to 80% or better forecasted weather (i.e. snow/sleet or lightning/thunder)
- 2) Every attempt will be made to reschedule your event on an open date if requested.
- 3) Reservation fees may be refunded if weather related cancellation is completed as stated above.
- 4) Reservation fee will not be refunded due to poor or undesirable weather conditions that arise during the scheduled reservation. No exceptions.

## **RESPONSIBLE PARTY**

1. Because of the added safety risk when using pool facilities, the designated responsible person(s) named on the application MUST be present at swimming pool reservations, and agrees to:
  - a. Assume all liability for supervision of activities and the safety of participants for the length of the agreement.
  - b. Abide by all rules and regulations which are in effect regarding the use of this facility.
  - c. Pay for damages inflicted upon the facility or equipment as a result of use of the facility.

## **POLICIES**

- 1) Lifeguard services will be provided. However, checking of clothing and valuables and the control/behavior of non-swimmers will be the responsibility of the reserving group.
- 2) **Please review the Swimming Pool Rules upon entering pool facility. If your party consistently breaks them, your reservation may be immediately cancelled and your payment will be forfeited.** Swimming pool rules and regulations will be enforced.
- 3) ALL flotation devices must be approved by the aquatics manager on duty at the time of your reservation.
- 4) Pool reservations begin on time and end on time. Preparation and set up can begin 15 minutes prior to your scheduled reservation time.
- 5) **No vendors are allowed at private rentals. No admission charges can be collected or revenue generated. Violation of this rule will result in immediate cancellation of reservation and any fees paid will be forfeited.**
- 6) All renters must abide by all laws established by the City of Knoxville. The Department of Parks and Recreation in conjunction with the local authorities reserves the right to terminate any event if the activities are deemed unlawful or harmful. Reservation guidelines broken may result in the immediate cancellation and/or forfeiture of any fees paid.
- 7) Each group is responsible for the setup and tearing down of their reserved space. At the conclusion of the activity, area will be clean and free of trash and spills, decorations removed and all garbage placed in receptacles. An aquatics staff person will complete an end of event check-list to insure facility has been properly restored. PLEASE NOTE:
  - a. **Decorating tables with confetti is not allowed**
  - b. **All swimmers will be asked to exit swimming pool (15) minutes prior to the end of your reservation and ready to exit facility at scheduled time.**
- 8) You are welcome to carry in coolers, however, **NO glass containers are permitted in the facility.**
- 9) Caterers may be used and/or food may be delivered. See staff for parking loading instructions.
- 10) **Be advised that there is no alcohol allowed in Knoxville Parks and Recreation Facilities, and evidence of such activity will cause immediate cancellation of reservation and any fees paid will be forfeited.**
- 11) **Aquatic management has the authority to stop or modify your event if deemed necessary or if the information on the application has been found to be false, or other unsafe conditions cause potential harm to guests or aquatics staff.** In these cases, any fees paid will not be refunded.
- 12) In cases of emergency or reasons beyond The Department of Parks and Recreation control, the Department reserves the right to cancel or change the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the Department is necessary.
- 13) Please report any discrepancies, complaints, and concerns within 48 hours of your event. These instances may be reported via telephone at (865)525.9080 or by email to [rlove@knoxvilletn.gov](mailto:rlove@knoxvilletn.gov)

**PLEASE NOTIFY STAFF IMMEDIATELY IF ASSISTANCE WITH THIS DOCUMENT IS NEEDED.**