



SCHOOL DISTRICT #27 RENTAL REQUEST FORM West Fraser Aquatic Center Cariboo Memorial Recreation Complex

Instructions:

Please complete this form indicating the dates and times that you are requesting to utilize the swimming pool.

The City reserves the right to reject applications and requests from users who submit forms which are not complete or contain incorrect information.

Return completed form to Community Services:

Facility Booking Clerk
 525 Proctor Street, Williams Lake, BC V2G 4J1,
 E-mail: bschick@williamslake.ca;
 Phone: 250-392-1790; Fax 250-398-7884.

School Information:				
School:		Grades:		Ages:
Full Name:			# Of Participants:	
Email Address:			Telephone:	
Booking Request:	REC SWIMS ONLY	Please check the boxes beside the times to request.		
Start Date:	Available Times:	Tuesdays	Wednesdays	Thursdays
End Date:		10:00am-12:00pm	10:00am-12:00pm	10:00am-12:00pm
		1:00pm-2:50pm	1:00pm-2:50pm	1:00pm-2:50pm
Additional requests or comments:				
Signature				
<i>I have read and understand the policies, procedures and corresponding instructions attached to this form. I understand this is a rental request and does not guarantee a rental until confirmed with the Booking Clerk.</i>				
_____		_____		
Date		Signature		
Office Use Only:				
Received by:				
Date Received:			Date Completed:	



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 West Fraser Aquatic Center
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**West Fraser Aquatic Centre
 Information For
 School District Public Swim Sessions**

The intent of this letter is to ensure complete transparency and understanding of the policies and procedures for use of the West Fraser Aquatic Centre.

Procedure: All Teachers will book a minimum of seven (7) days in advance for the swims requested. Swim times must be confirmed to ensure adequate staff coverage. When booking, the Teacher in charge will provide the Booking Clerk with the list of any volunteers that will be in attendance, the number of participants that will be swimming and the average ages will also be a requirement. Upon arrival to the Cariboo Memorial Recreation Complex, the Teacher will check in with the Administration desk before admittance.

West Fraser Aquatic Centre Guidelines:

- **Maximum 30 Swimmers per booking.**
- Supervision in the changerooms must be provided by the Teacher or volunteers
- Infants and Toddlers must wear swim diapers when using the pool.
- Small children, especially infants, should be kept away from the swirl pool and other hot spots in the natatorium. Their small bodies overheat very quickly.
- All children **6 and younger** must be always within arm’s reach of an individual 16 years of age or older while in the pool. This ensures adequate supervision while participating in aquatic activities. This is where volunteers in the water with the students would be beneficial; volunteers are not required to pay admittance fees.
- There is a maximum of three children (under 7 years) per supervising guardian.
- Patrons with open wounds or sores are not permitted in the Aquatic Centre.
- Aquatic Centre patrons must listen to the instructions of the Aquatic Staff.
- Food, drink, and chewing gum are not permitted in the Aquatic Centre at any time.

Rates:

- The Joint Use Agreement states any additional staff required due to a larger attendance request will be paid. There are no rental fees other than the lifeguard fee.
 - \$32.50 per lifeguard per hour.

Water Slide:

- The water slide will only be available if a volunteer or Teacher is able to assist with the line up.

Available Rec Swim Times:

Tuesdays	Wednesdays	Thursdays
10:00am-12:00pm	10:00am-12:00pm	10:00am-12:00pm
1:00-2:50pm	1:00-2:50pm	1:00-2:50pm

*These policies and expectations are to ensure the safety of all patrons
 at the Cariboo Memorial Recreation Complex.*