

Village Of Cache Creek

Policy No. E-4

Rental of the Aquatic Centre

Date Approved by Council:

February 23, 1998

Effective:

February 23, 1998

Date Amended by Council:

Effective:

Policy Statement:

Administration shall be responsible for ensuring that the Village of Cache Creek Aquatic Centre is rented to third parties in accordance with the policies and procedures adopted by the Village of Cache Creek.

Purpose:

The purpose of this policy is to clarify responsibility for ensuring that the Village of Cache Creek Aquatic Centre is rented to third parties according to Village policies and procedures.

Definitions:

Procedures:

1. General

- a) Rentals to third parties will be subject to pool availability after yearly programming is established, availability of staffing, and budgetary considerations.
- b) The maximum number of participants that will be allowed in the pool during a private rental shall be 100.
- c) The Village of Cache Creek reserves the right to deny use of the Aquatic Centre to any person or party that it so wishes. Such denial shall be based solely on the criteria that Council may, from time to time, establish in the best interests of the Village of Cache Creek and the management of the Aquatic Centre.
- d) Council hereby adopts the "Aquatic Centre Rental Form" (see Schedule A), attached to and forming part of this policy.
- e) The Aquatic Centre shall be staffed with a minimum of one lifeguard and one staff member familiar with the Aquatic Centre's emergency procedures whenever it is rented to a third party.

2. Swim Clubs, Synchronized Swimming, Water Polo, Diving Clubs and Aqua Fit Clubs.

- a) All organizations must have current liability insurance that specifically names the Village of Cache Creek as an additionally named insured. The minimum amount of the policy shall be \$2,000,000.00. Proof of the insurance must be filed with the Village Office prior to the rental taking place.
- b) The organization must supply a certified coach. The coach's certification must be from a provincial or federal body that is acceptable to the Recreation Director. Proof of such certification must be supplied to the Village Office prior to the rental taking place.
- c) The organization shall supply to Council a report of all activities and functions, including attendance records and membership lists, prior to October 15 of any given year.
- d) The rental rate shall be \$30.00 per hour, which will include required staffing.

3. Private Rentals

- a) A private rental must be booked a minimum of 10 working days in advance.
- b) The rental fee shall be \$30.00 per hour for a maximum of 50 people. Private rentals that exceed 50 people shall be charged a fee of \$43.50 per hour.

4. School Rentals

- a) A school rental must be booked a minimum of 10 working days in advance.
- b) Schools shall be charged \$2.00 per hour per student, with a \$30.00 per hour minimum charge.
- c) In exception to item 4(b) above, Cache Creek Elementary School shall receive two free one-hour swimming sessions for each class, each year, which shall be restricted to one class at any one time.

5. Scuba Lesson Rentals

- a) All Scuba lesson rentals must be booked a minimum of 10 working days in advance.
- b) All Scuba instructors must be certified by the appropriate regulating authority. Proof of certification must be supplied to the Village Office prior to the rental taking place.
- c) Scuba lesson rentals shall be charged \$30.00 per hour.
- d) Scuba lesson rentals shall be limited to 30 participants.

6. Rental Form

The attached Aquatic Centre Rental Form shall be used for all Aquatic Centre rentals.

VILLAGE OF CACHE CREEK AQUATIC CENTRE RENTAL FORM

Name/Organization: _____

Address: _____

Contact Name: _____

Home Phone: _____ Work Phone: _____

Planned Activity: _____

No. of Participants _____

Preferred Dates: _____ to _____

Preferred Times: _____ to _____

Date: _____ Signature: _____

Lifeguards Required? YES _____ NO _____

OFFICE USE ONLY

Rental Rate \$ _____ per hour PAID BY: _____ Cheque _____ Cash

Proof of certification required? YES _____ NO _____

Proof of certification supplied? YES _____ NO _____

Proof of insurance required? YES _____ NO _____

Proof of insurance supplied? YES _____ NO _____

RENTAL APPROVED? YES _____ NO _____

If no, reasons why? _____

Date: _____ Signature: _____