

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0378 (TP)
Effective Date: 06-14-93
Person Responsible: Recreation/Wellness Manager

Subject: Request to Use Nichols Therapy Pool
Last Revision: 08-31-2022

Approvals/Date: Brent Chan 9/9/22 Brent Chan 9/9/22
Superintendent, WCBDD Date Department Director Date

INDIVIDUALS/GROUPS

Individuals/groups may request to use the pool by completing form 03-ALL-ALL-0167, which may be obtained at the Wood Lane School office or at nicholspool@woodcountyydd.org two weeks in advance of requested use.

1. Pool rental fee is \$150.00 per hour with one hour minimum, additional thirty-minute increments at \$75.00 per half hour. Every one hour of paid pool rental time comes with an hour of cafeteria rental time at no additional cost with a max of two hours of cafeteria rental time. Completed forms with payment via a check or money order will be sent to the Recreation/Wellness Manager, who will then process and approve/disapprove the request. Approval of any request will be based upon the following priority:
 - a. Individuals receiving services from WCBDD;
 - b. Wood County Special Olympics;
 - c. WCBDD Employees
 - d. Community Organization Groups
 - e. Private pool party rentals
2. Copies of the completed form will be sent to the individual/group requesting pool with date(s) and time(s) of usage at least one (1) week prior to approved date(s), along with the pool rules.
3. The Recreation/Wellness Manager will forward the rental agreement and check to the Fiscal Department within 2 days of the rental taking place. Checks payable to The Wood County Board of Developmental Disabilities.
4. The Superintendent may require liability insurance with the WCBDD being named as certificate holder as well as a hold harmless clause.
5. The WCBDD reserves the right to decline any request(s) for the use of the pool.
6. General terms and conditions governing the use of the therapy pool include, but are not limited to:
 - a. A lifeguard must be on duty at all times during use. Lifeguard(s) will be provided by the WCBDD to oversee safe use of the pool and respond to emergencies. The individual/organization which has requested the use of the pool, hereinafter referred to as Pool User, is responsible for all other supervision in the water, on the deck and in the locker rooms.
 - b. The pool user must give WCBDD at least 24 hours notice if they will not be utilizing the facility. If this notice is not given, the pool user will be liable for rental fee.
 - c. The therapy pool will close in the event that severe inclement weather calls for a program wide administrative closing of the WCBDD or there is a mechanical issue requiring pool closure. The pool user will be notified of the closing. The time can be rescheduled or a full refund will be given to the pool user.
 - d. The pool user will report any damage and shall be held financially responsible for any repairs to, maintenance or cleaning costs of the buildings (locker rooms, deck area, pool area, hallway), property parking lots, or equipment as a result of maliciousness and/or negligence on the part of the pool user, chaperons, or participants. The lifeguard will inspect the rented areas after each use (pool area, locker rooms, cafeteria) and will complete, an exit check list with responsible party.
 - e. If the pool request is granted, it should be understood by the pool user filling such request that WCBDD reserves the right to rescind the action if the facilities involved are needed by WCBDD. An attempt will be made on the part of the WCBDD to avoid such a condition.
 - f. The pool user agrees to indemnify and hold harmless the Wood County Commissioners, WCBDD, its employees, agents, heirs and assigns from any and all claims, injuries, damages, losses and expenses including reasonable attorney's fees in the event an action or claim for damage and/or loss as a result of injuries or property damage in connection with the use of Nichols Therapy Pool.
 - g. Pool users have access to the pool locker room 15 minutes prior to scheduled usage time. Pool users must exit the pool at the end of the scheduled time of usage.
 - h. Any negligence on the part of the pool user may result in a denial of any future requests.
 - i. Requests for pool rental will be subject to staffing availability.
 - j. Requests for rental are first come, first serve basis. Dates can be requested up to six months in advance.
 - k. Requests for rental will be confirmed no more than eight weeks in advance of rental date.
 - l. Kitchen facilities are not included in rental.
 - m. Pool rental and cafeteria use hours must be scheduled between 9:00 a.m.-7:00 p.m.

STAFF

1. Staff may request to use the pool by completing form 03-ALL-ALL-0167, which may be obtained at the Wood Lane School office, two weeks in advance of requested use.
 - a. Approved requests that are one time in nature will be charged the normal hourly pool rate.
 - b. Approved requests that are organized and ongoing will be provided at no charge to staff if offered to all staff. Request must be submitted with advance notice to ensure it does not conflict with an existing group already using the pool, at least four weeks prior to the beginning of the proposed activity.
 - c. Disapproved requests will include a written explanation of denial to the proposed user.

References: Pool Rules – 02-ALL-ALL-0376
02-ALL-ALL-0072
General Terms and Conditions Governing the Use of WCBDD Facilities/Equipment – Attached to 02-ALL-ALL-0072

Forms: 03-ALL-ALL-0167

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