



Weston Public Schools
Pool Use Form

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Reserve Swimming Pool	Revised Date:	May, 2012
Policy: Use of any School property, equipment or facilities must have the prior approval of the Superintendent or his/her designee.			
Purpose: The purpose of the Pool Use Form procedure is to provide instructions how to reserve the Weston Middle School pool and documentation of prior approval.			
Completed By:	Individual Booking Pool	Reviewed By:	Business Office Staff
Approved By:	Athletic Director/Swim Coach Asst. Director of Facilities Assistant Superintendent for Finance and Operations	Entered By:	Business Office Staff
Form Title:	Pool Use Form	Estimated Time Frame:	2 weeks
Process for Completion:			
<p>To complete a Pool Use Form:</p> <ul style="list-style-type: none"> • Enter the full name of your organization and a description of the proposed activity. • The day/date and time of the event, and the time you will access and vacate the pool, as well as an estimate of the expected attendance, including the number of elementary age children. • Unless otherwise approved by the Superintendent, all activities must be comprised of predominately (50% or more) Weston residents. • Complete questions regarding admission charges, funds being raised, and if any special arrangements or set up will be required. • A lifeguard must always be on duty when the pool is in use. • If there are over fifty people using the pool, two lifeguards must be on duty. • The Athletic Office and Recreation Dept. have an approved list of lifeguards. <p>Once the form has been fully processed and approved, a copy will be distributed to all appropriate school staff along with the individual requesting the space. If custodial or rental charges are assigned, an itemized bill will be sent from the Business Office approximately two weeks after the event.</p> <p>Pool Use Form must:</p> <ul style="list-style-type: none"> • Be signed by the on-site responsible adult and provide the name and address of the person financially responsible for the rental and custodial charges (if applicable). • Provide details of required set up for communication to appropriate custodial staff. • Accompany copies of certifications for all lifeguards. • Accompany a Certificate of Liability Insurance naming the Town of Weston as an additional insured (insurance requirements attached) if applicable. <p>A blank form is attached for use.</p>			
For additional information, please contact:			
Name:	Marcia Cormay	Email:	cormaym@weston.org
Phone:	781-786-5232	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Community Use of School Facilities, KF		

Applications must be filed at least **TWO WEEKS** in advance. DATE OF APPLICATION: _____

APPLICATION FOR USE OF MIDDLE SCHOOL SWIMMING POOL (No booking will be made until this form is completed and returned.) See reverse for School Department Regulations and Schedule of Fees. Attach additional pages if spaces below are insufficient. **NOTE: WESTON PUBLIC SCHOOLS RESERVES THE RIGHT TO RESCHEDULE, RELOCATE AND/OR CANCEL EVENTS. IF THE WESTON PUBLIC SCHOOLS ARE CANCELED DUE TO WEATHER CONDITIONS, THIS PLANNED ACTIVITY WILL ALSO BE CANCELED, EVEN IF WEATHER CONDITIONS IMPROVE.**

1. Full name of organization _____
 2. Description of proposed activities _____
 3. Day(s) & date(s) of event _____
 4. Times of event _____ AM/PM to _____ AM/PM What time will access to facility be required? _____
What time will facility be vacated? _____
 5. a) Total number of persons who will use the Pool: _____
b) Of the total, how many will be Elementary Age Children: _____
 6. Will all attendees be residents of Weston? _____ If not, what percentage will be residents of Weston? _____
 7. Is admission being charged? _____ If so, how much? _____
 8. Are funds being raised? _____ If so, for what purpose? _____
 9. Will special arrangements be required? _____ Describe _____
- _____
10. If you will be using your own lifeguard(s), please provide us with their name(s) and a copy of certification(s).
Name(s): _____ Certification(s) attached _____

I HAVE READ THE REGULATIONS ON THE REVERSE, AND WILL BE PERSONALLY RESPONSIBLE FOR THEIR OBSERVANCE. I ACKNOWLEDGE THAT WESTON PUBLIC SCHOOLS IS NOT PROVIDING ANY ASSURANCES OF ACCESS TO AN AED (AUTOMATED EXTERNAL DEFIBRILLATOR) AND/OR A CERTIFIED AED OPERATOR. I AGREE TO ARRANGE FOR PAYMENT OF THE DETERMINED CUSTODIAL/RENTAL HOURS FOR THIS EVENT. IF POLICE DETAIL IS REQUIRED, I WILL MAKE ARRANGEMENTS DIRECTLY WITH THE WESTON POLICE DEPARTMENT (781-786-6201). IF THE EVENT INVOLVES A CATERER OR THE SALE OR SERVING OF FOOD TO THE PUBLIC, I WILL CONTACT THE BOARD OF HEALTH AT 781-786-5030.

NAME: (Please type or print) _____ EMAIL: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ (Person who will be ON SITE RESPONSIBLE)

Person who will be financially responsible (if different than above): Payment of all charges are due within ten (10) days of issuance of bill:

SEND BILL TO: _____ ADDRESS: _____

DO NOT WRITE IN THIS AREA:	SCHOOL CHARGE _____ OFF-DUTY CHARGE _____ REC CHARGE _____	ADDITIONAL NOTES:
CUSTODIAN ASSIGNED: YES _____ NO _____		
LIFEGUARD(S) TO BE ASSIGNED: (1) _____ (2) _____		
POLICE DETAIL TO BE ASSIGNED: YES _____		
CERTIFICATE OF LIABILITY REQUIRED: YES _____		
_____	_____	
Facilities/Date	Athletics/Date	

BUILDING ADMINISTRATOR: I am fully aware of the extent and nature of the above named activity.

SIGNATURE: _____ DATE: _____

FINAL APPROVAL BY: _____ DATE: _____

Assistant Superintendent for Finance and Operations

INDEMNIFICATION AND WARRANTY OF THE SIGNATORY

- A. The Licensee identified on this form, and the signatory personally as warrantor and guarantor, hereby indemnify and shall at all times save and hold harmless the Town of Weston, the School Committee and their members, officers, employees and agents, from and against all claims, demands, suits, actions, liabilities, damages, judgments, of or by anyone, and costs and expenses including without limitation the costs and expenses of litigation, for property damage or personal injuries to or death of anyone that in any way is caused by, arises out of, or is occasioned by the use of the buildings owned by the Town of Weston or the Licensee or members, guests or invites of the Licensee or of any of the Licensees contractors, or the agents or employees of any of them, regardless of whether or not it is caused in part by a party indemnified hereunder.
- B. Without limiting the generality of the foregoing, this indemnification shall be construed to protect the Town and the School Committee from any actions, suits, claims, judgments or liability for any bodily injuries or death suffered by the Licensee or any member of the Licensee organization or participants in the use licensed.
- C. The defense or settlement by the Town of Weston or the School Committee of any claim, demand, suit, or action against it or any of its members, officers, employees or agents arising in any way out of the subject matter of this license shall not be deemed to be a waiver by the Town of Weston and the School Committee of any of its rights against the Licensee and the Signatory under the terms of this license including these paragraphs A, B, C, D & E.
- D. The Signatory for the Licensee hereby personally warrants and guarantees that he or she has the authority to bind the Licensee, each of the members of the Licensee organization, and all participants in the use licensed, jointly and severally to the terms of this License, including these paragraphs A, B, C, D & E.
- E. The Town and the School Committee expressly reserve the right to require the Licensee or a responsible sponsoring organization to procure, at its own expense, liability insurance that protects the Town and School Committee, as additional insured, from any and all of the claims, suits, actions, judgments, and liabilities described, mentioned, or alluded to above, if in the judgment of the School Committee or the School Superintendent, or their delegate, the proposed use or activities poses or presents more than incidental or nominal risk to the Town or the School Committee of liability.

REGULATIONS FOR NON-SCHOOL USE OF THE WESTON MIDDLE SCHOOL SWIMMING POOL:SAFETY REGULATIONS:

1. A LIFEGUARD MUST ALWAYS BE ON DUTY when the pool is in use.
2. If there are over fifty (50) individuals of any age using the pool, TWO (2) LIFEGUARDS MUST BE ON DUTY.
3. All LIFEGUARDS must be on the Weston Public Schools approved list of Lifeguards, or approved with this application.
4. All groups of Elementary School Children shall be ACCOMPANIED BY A RESPONSIBLE ADULT.
5. The maximum number of people in the pool shall be ONE HUNDRED AND FIVE (105).
6. The LIFEGUARD has complete charge of activity in the Pool.
7. The GENERAL REGULATIONS LISTED BELOW MUST BE OBSERVED AT ALL TIMES.

GENERAL REGULATIONS:

1. There shall be no alcoholic beverages brought to, or consumed, in the buildings, the pool area, or on the school grounds.
2. Nothing shall be sold, given, exhibited, or displayed without permission. This includes fundraising activities, concessions, etc.
3. The applicant is held responsible for the preservation of order.
4. The School Committee or its representatives must have free access to Pool Areas at all times.
5. The right to revoke a permit at any time is reserved by the School Authorities.
6. No reservation will be made until this application is returned and approved by a representative of the School Committee.
7. The swimming pool and locker rooms will be examined carefully after use and the Applicant agrees to make good promptly for any loss or damage during the applicant's use.

SCHEDULE OF FEES:

****AT THE JUNE 24, 2013 MEETING, THE WESTON SCHOOL COMMITTEE VOTED TO IMPLEMENT A 10% SURCHARGE FOR UTILITIES ON ALL RENTALS THROUGH JUNE 30, 2014.**

POOL RENTAL	\$175.00/hour (Bill will be sent from School Dept.)
LIFEGUARD	\$32.00/hour with a two (2) hour minimum. (Bill will be sent from School Dept.)
CUSTODIAN	\$39.00/hour with a three (3) hour minimum on weekends & holidays. (Bill will be sent from School Dept.)

PLEASE: Arrange to meet with the Head Custodian in advance of the date of your event. Explain to him what your needs will be. He will see to it that the custodian assigned to your activity will make the facility as comfortable as possible. Your communicating with him in advance, therefore, is very important for the smooth functioning of your program. You will be asked by the custodian at the end of your event to sign a custodial detail sheet with the total number of hours worked.

Please feel free to communicate with us prior to or after your use of the facilities if you encounter problems or have any comments or questions.

It is important that you be aware of the fact that egress doors must always be clear for free passage in emergencies. Also, you are responsible for seeing to it that your program does not involve activities or physical arrangements, which would be injurious to the safety of the property and the public. The use of tobacco products and alcoholic beverages is prohibited anywhere on school property.

We hope your activity on our premises will be successful and enjoyable.

Cynthia D. Mahr, Assistant Superintendent for Finance and Operations