

Harry L. Coomes Recreation Center
300 Stanley Street
Abingdon, VA 24210
(276) 623 - 5279

Policies for Rental and Use of Rental Facilities

Attention: All Rental Groups and Group Leaders

Rental fees are payable at the time that the rental is made. Payment may be in cash, check or credit card— Visa, MasterCard. The signed contracts and information should be returned to our office within 2 weeks of issue in order to insure that the facility is ready for your use. Refunds for a cancellation will be issued if we are notified 2 weeks prior to the event less a \$15.00 cancellation and refund fee.

Failure to confirm the rental contract and payment of fees as noted will result in our office releasing the requested time and date to other interested parties.

WE ARE NOT RESPONSIBLE FOR THE WEATHER. POOL PARTIES ARE SUBJECT TO THE WEATHER CONDITIONS. LIFEGUARDS MUST MEET THE STATE MANDATES AND SAFETY CODES FOR POOL OPERATION. BY LAW LIFEGUARDS HAVE THE FINAL DECISION REGARDING PERSONS BEING IN THE WATER OR AROUND THE POOL DECK. WE APOLOGIZE IF YOU CANNOT DO YOUR PARTY AS PLANNED. RENTERS ASSUME THE TOTAL RESPONSIBILITY FOR SCHEDULING A POOL PARTY AND ASSUME THE RISK THAT THE PARTY MAY BE CANCELED DUE TO WEATHER CONDITIONS. WE DO NOT ISSUE CREDITS OR REFUNDS DUE TO THE WEATHER. WE WILL ISSUE A POOL PASS TO THOSE PRESENT, GOOD FOR THIRTY DAYS, IF THE PARTY CANNOT USE THE POOL DUE TO WEATHER.

LIFEGUARDS WILL EMPTY THE POOLS 15 MINUTES BEFORE YOUR CONTRACT ENDS. ALL PERSONS MUST BE OUT OF THE AREA, AND FACILITIES, AS SPECIFIED ON YOUR CONTRACT. FAILURE TO VACATE AN AREA BY THE TIME ON THE CONTRACT WILL RESULT IN ADDITIONAL CHARGES PLUS STAFF EXPENSES DUE TO THE DELAY.

All rentals start at the time indicated on the contract and not before. We do not provide “decorating or set up time to groups/individuals”. Please plan accordingly. Rentals end at the time specified on the contract; all guests must plan accordingly in order to be out of the rented spaces, or facility, by the time noted.

Please read all details of the contract and submit in a timely manner in order not to lose the reservation and day you have requested.

Harry L. Coomes Recreation Center

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The Harry L. Coomes Recreation Center is open for rental use by all groups, organizations and individuals who live within the Town limits, or Washington County, and have permanent resident status. Groups, organizations and individuals living outside of the Washington County are permitted to rent facilities with; 1) approval of the Director of Parks and Recreation if their purpose is deemed to be of interest to the general community; or 2) is a private closed affair which does not violate current local, state and federal regulations. Agencies, organizations and businesses may be required to provide additional documentation regarding their status.

The following rules apply for all users of facilities at the Coomes Recreation Center:

- Scheduling will be on a first come, first served basis.
- Scheduled programs, activities and events take priority over rental use.
- **NO ALCOHOLIC BEVERAGES** are permitted in the facility or on the grounds at anytime. Violation of this rule will result in the Center Management exercising the option of canceling the event and immediately demanding vacancy of the premises.
- **SMOKING AND TOBACCO PRODUCTS ARE NOT PERMITTED** anywhere in the Recreation Center or on the grounds.
- All rental users must have a signed, approved rental usage agreement on file before use is permitted.
- The total projected user fee is payable and due upon acceptance of reservation; an approved contract will be sent and must be received back within 10 days of issue to maintain the reservation.
- Fee charges are due in full prior to use of the facilities for the function.
- Charges for staff, (i.e. Lifeguards/custodians/after hours usage), are payable prior to use.
- All after hours rental usage agreements must be finalized 30 days prior to the event. Events held during normal operating hours must be finalized no later than 7 days prior to the scheduled event.
- Payments are refundable only if notice of cancellation is received and approved a minimum of 14 days prior to the start of the event. A \$15.00 service fee will be charged if cancelled 13 days or less prior to the reservation date. NO refunds are given if cancelled on the day of the reservation. Refund checks are issued from the Town Managers Office and require minimum two weeks for processing.
- All rental users and/or their participants using the facilities are liable for any damage, destruction and/or repairs associated with their use of the facilities.
- The Director of Parks and Recreation, or his representatives, may require rental users to submit a certificate of insurance, minimum of \$1,000,000; for activities or events which the rental user may wish to provide and are deemed high risk.
- Contracts will not be issued more than 370 days in advance of the scheduled event.
- Rental user may not use tape, nails, staples or other means to attach posters, streamers, balloons, etc.; to the walls, ceiling or any other area of the facility.
- Rental users may not serve any beverage with a red base; especially kool-aid or sherbet based beverages. These stain carpets and may result in several thousands of dollars in replacement cost.
Any and all replacement cost of this type will be the responsibility of the rental user.
- Absolutely **NO FOOD, GUM, GLASS CONTAINERS, CANS OR LIQUIDS** are permitted in the gym or pool areas. (Food and beverages in plastic or paper may be consumed in the outside pool concession area or other designed food areas).
- **NO STREET** shoes, black soled shoes, track/cleated shoes are permitted in the gym or on the track. Cleated shoes are not permitted anywhere in the facility.
- No animals of any type or kind are permitted in or on facility property. With the exception of seeing eye dogs.
- Rental time does not include extra, non charged time, for decorating and setting up special arrangements. Renters need to insure that they have provided time in the contracted rental for this purpose. Rental time also does not include use of catering kitchen facilities outside of the contract time; including delivering supplies and materials in advance.

- Rental users are not permitted to leave materials, supplies, etc., overnight; deliver early or request use of facilities and spaces not indicated on the contract.
- Rental users of the meeting rooms, or any specific area, do not have authorization or use of any additional spaces. Example: Rental of meeting room space use does not give the right to use the gym, game room, etc.
- All youth attending an event are the responsibility of the parents or the rental user.

RENTAL FEES AND RATES EFFECTIVE 09/01/04

Area	Dimension	Occupancy	Fee	Length of Rental
Kitchen	15 x 18		\$30	3 Hours
115B	25 x 35	60*	\$50	3 Hours
115C	22 x 43	90*	\$60	3 Hours
115	67 x 43	240*	\$125	3 Hours
Gym		100^	\$75	2 Hour Increments
Indoor Pool		100^	\$75	2 Hour Increments
Outdoor Pool		250^	\$85	2 Hour Increments

Additional Charges

\$15.00 per hour, or any portion of, charge for custodial staff for any event held after normal operating hours.
 \$10.00 per hour, or any portion of, additional charge for lifeguards.

Notes

- Occupancy is computed for auditorium style setup. Tables and chairs will reduce the occupancy figure approximately 1/3 of the total shown.
- State swimming pool code requires 2 lifeguards for the first 50 swimmers and one additional guard for each additional 25 swimmers or any portion of. No exceptions. Due to insurance requirements only town provided lifeguards may be used at our pools. Numbers indicated are maximum recommended bathers including those on deck.

1. Meeting Room rentals include use of main lobby area, porch area and lobby bathrooms only.
2. Indoor Pool rentals include use of lockers, dressing rooms, concession stand and no other facilities.
3. Outdoor Pool rental includes use of lockers, dressing rooms, concession area and wading pool--no other facilities.
4. The rental of meeting space includes tables, chairs and lectern. Audio Visual equipment will be furnished upon request; if available. An additional fee will apply.

Pool Party General Rules and Guidelines

1. All Pool Rules and Regulations posted for the Coomes Recreation Center Swimming Pools must be followed.
2. Fun is always encouraged but **SAFETY MUST BE MAINTAINED.**
3. Lifeguards have the final and only say involving the facility rules and guidelines
4. All party members are to stay in the pool area during the party and are not permitted in the main building.
5. **A participating adult or guardian must be in the water with children under 5 years of age, even if the children are wearing flotation devices.**
6. Swimming is only allowed when a lifeguard is on duty.
7. Horseplay, running, splashing, shoving or dunking is not allowed.
8. Food and Drinks are to be kept in the concession area during the party.
9. Glass containers are not allowed in pool area, concession area or anywhere else in the facility.
10. Alcohol, tobacco or other drugs are not allowed anywhere on facility property.
11. Profanity, improper behavior, carousing or other indecent acts are not permitted.
12. Non-swimmers are not allowed in the deep end.
13. No flotation devices will be permitted in the deep end of the pool.
14. Weak swimmers (suspected or known), small children or others who the guard is not sure of ability wise must take a short swimming test before entering the deep water.
15. "Wall walking" or "Gutter walking" is not permitted.
16. No hanging on the ladder (entrance and exit only).
17. No sitting or hanging on the lanes ropes or lifelines.
18. Emergency equipment is for the lifeguards' use only.
19. Pool equipment (kick-boards, arm floats, pull buoys, etc.) shall be obtained by the Lifeguards.
20. Lifeguards will assist patrons with handicap equipment as needed.
21. Patrons must shower before entering the pool.
22. Spitting, spouting water with mouth or blowing nose's in pool is not allowed.
23. Pets are not allowed in the pool or facility.
24. Swimmer must wear an appropriate swimming suit when getting in the pool.
25. Cut off jeans is not considered swim apparel and may not be worn in the water. No T-shirts in the diving well unless you obtain permission from the lifeguard. No swimming in underwear.
26. No children in disposable diapers unless covered with plastic cover pants.
27. No one may enter pool with any open sores or wounds, unless they are bound and wrapped.
28. Eye glasses are permitted to be worn in the pool as needed or required.