

POLICY 15.04

**BOARD POLICY OF THE
WASHINGTON COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

BUILDING & POOL USAGE

I. BUILDING

A. Rules and Regulations

1. An Application to Use Facilities form must be completed with responsible party's signature and submitted with a check made payable to the Washington County Board of Developmental Disabilities (herein after WCBDD) at least two (2) weeks prior to the desired rental date.
2. The Superintendent or designee reserves the right to reject or cancel any application.
3. The rental fee charged shall be at the rate of \$15.00 per hour. Effective 07/01/13 the hourly rate for rental of the facility will increase to \$20.00.
4. The charges for seasonal rental of facilities will be billed monthly. Payment of such charges shall be due upon receipt of invoice and payable to the WCBDD. If payment for use is overdue by 90 days or more, cash in advance will be required prior for further rental of facilities.
5. A key card will be issued to the responsible party for entering the building after normal hours. The key card must be returned to the front desk immediately after using the facility (put on front desk through pass window upon leaving building) or a charge of \$5.00 will be applied.
6. Any area used by the applicant will be examined carefully after use and the applicant agrees to promptly make good any loss or damage occurring during applicant's use.
7. All correspondence regarding usage shall be directed to and from the Ewing School office.
8. The applicant must be a responsible adult, 21 years of age or older and agrees to be responsible to the WCBDD for the proper use of the building or grounds. The applicant must be in attendance at the event.
9. Special room equipment or requests for movement or set-up of furniture must be requested at the time the facility is reserved. Such requests must be so stated on the facility application. An additional fee for these requests may be charged. Only the Superintendent may waive fees.
10. Applicants are responsible for the conduct of both participants and spectators. Adequate provision should be made to handle anticipated crowds. The applicant is responsible for the conduct of both participants and spectators. The applicant must provide appropriate supervision and control of anticipated attendees.
11. Applications will be approved only for specific rooms or areas; it is the responsibility of the adult in charge to keep other areas of the building from being entered or disturbed. Children sometimes require extra supervision and are not exempted from this rule.

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12. Smoking, alcoholic beverages and illegal gambling are prohibited in the facilities of the WCBDD.
13. No profanity, unruly or rude behavior to staff or others, or any form of harassment will be tolerated under any conditions. Any group or individual may be denied building usage, or participation in after-hours activities, if rules are broken or problems arise. The WCBDD has a ZERO TOLERANCE for harassing of lifeguard. Infractions will call for immediate removal from the premises.
14. The applicant is financially responsible for any theft of or damage to equipment or facilities.
15. Applicant must receive special permission from the Superintendent or designee to operate concessions of any type.
16. No open flame decorations (candles, etc.) shall be permitted. Regular decorations must be as fireproof as possible. Decorations shall not be fastened to walls or ceilings with fasteners that will damage the finish of the surface. Fasteners shall not be used to attach decorations to the floor.
17. No group which limits membership in or attendance at its activities on the basis of race, color, handicap, religion, etc. shall be allowed the use of WCBDD facilities.
18. Persons playing on the gymnasium floor must change from street shoes into shoes with non-marking soles.
19. Individuals using the facilities must be out of the building by the time stated.
20. The Superintendent will review requests and determine the need for on-site custodial services. Custodial services shall include unlocking and locking the building and operation of lights and utilities. Clean-up is the responsibility of those using the facilities.
21. No group will, under any circumstances, tamper with any electrical or heating controls.
22. The custodian is not authorized to loan equipment or provide services other than those specified in the approved application.
23. The custodian of the building, his designee, lifeguard, or WCBDD staff shall have the authority to enforce the rules and regulations as set forth by the WCBDD. This includes authority to summon law enforcement, emergency services and/or fire personnel.
24. The WCBDD reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of property and the general welfare of the community, including the cancellation of any approved application. Harassment or rude behavior will not be tolerated.

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25. The WCBDD assumes no responsibility for properties left on the premises by the applicant.
26. Park and drive in designated areas only.
27. Trash must be carried to and placed in the dumpster located at the loading dock. The building must be left in the configuration and state of cleanliness in which it was found.
28. No building will be used for any money-raising activity unless the proceeds are for approved charitable, educational, character-building, or other community welfare purposes as the Superintendent approves individually. The use of the name Ewing School or WASCO, Inc. in any fund raising activities must have prior approval.
29. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be canceled.
30. As weather conditions change, it may be necessary to cancel after-hours use. The custodian on duty has the authority to close the facility in the event of worsening weather. In the event it is necessary to do this, a notice will be placed on the front door advising same.
31. Availability of building or pool beyond regular business hours depends on staff availability.
32. The kitchen will be used with Superintendent's approval only.
33. No food or drink is to be brought into the facility without prior approval. Absolutely no food or drink other than water is allowed in the pool or locker room area.
34. Do not open exit doors to the gymnasium. The exit door to outside from the gym is for emergency use only.
35. The volleyball net is set at a pre-determined height to accommodate both men and women athletes. Do not change the height of the net. The volleyball net is set up appropriately before each use. Do not change the tension on the net.
36. The Superintendent has the right to revoke building usage at any time.

II. POOL USAGE

- A. The WCBDD maintains a warm water pool providing therapeutic services to those it serves. When services are not being provided, the WCBDD offers use of this pool to the community subject to the following guidelines.
- B. The WCBDD offers the following opportunities regarding pool usage:

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1. Free Swim: No charge for swimming on Wednesday evenings (when school is in session) for families, individuals and groups affiliated with the WCBDD.
2. Open Community Swim: Friday evenings (when school is in session) the pool is open at a charge of \$2.00 per person.
3. Party Rental: On Saturdays, the pool is available for private rental. Capacity is limited to forty (40) people. The minimum charge is \$100.00 for 2 hours and \$50.00 per hour thereafter. WCBDD staff members will be charged the rate \$25.00 an hour, 2 hour minimum. The 2 hour minimum shall include showers and cleanup time.
4. An Application to Use Facilities form must be completed with responsible party's signature and submitted with a check made payable to the WCBDD at least two (2) weeks prior to the desired rental date.
5. All appliances, toys, linens, etc. are for WCBDD use only. All items must be left as they are found upon arrival.
6. A certified lifeguard will be assigned by WCBDD. All rules and regulations will be enforced by the guard on duty. Violations may be punished by expulsion of the offending person(s) up to and including the entire party.

C. Pool Rules

1. All swimmers are to enter the pool area only after changing into appropriate swimwear and removing street shoes. All swimmers must shower before entering the pool.
2. No swimming without a lifeguard present.
3. No diving, flips, back flips or twist jumping.
4. No food, drinks, chewing gum, candy, or tobacco products are permitted in or around the pool or locker rooms.
5. No running.
6. No playing on the ramp.
7. No person/s with open sores, lesions, or rash present will be permitted to swim.
8. Non-swimmers and children under age 5 MUST be supervised and have an adult assistant who may be responsible for a maximum of two children or non-swimmers in the water with them during family or open community swim times.

Adopted: 04-09-96. Reviewed and Re-Adopted: 08-25-98, 09-07-99, 09-05-00, 02-14-01, 09-04-01, 11-05-02, 09-02-03, 01-13-04, 01-04-05, 01-10-06, 01-16-07, 01-08-08, 01-13-09, 01-13-09, 01-12-10, 08-07-12, 05-07-13, 09-01-15, 10-04-16, 05-02-17