



Facility Use Policies & Procedures

307-754-0639

March 2024

Mission: Fun for Everyone!

The City of Powell, Powell Aquatic Center's goal is to provide a fun and safe experience for all users.

Operating Schedule

Normal operation hours for the Powell Aquatic Center are available by calling 307-754-0639 or visiting <https://powellaquatics.com> or visiting our Facebook page. The Powell Aquatic Center will be closed annually for maintenance purposes. We will also be closed for scheduled swim meets and selected holidays. Unanticipated closures may also occur in the event of unsafe conditions or other community emergencies. No membership extensions or refunds will be given due to closures.

Rules & Procedures Enforcement

City staff on duty have the authority to enforce all rules and procedures. All accidents or incidents occurring within the Aquatic Center and its grounds must be reported and documented by the staff on duty and given to the Director.

Right to Refuse Service

The City reserves the right to refuse or revoke the membership of any person, and/or remove any person from the facility, or refuse entry to any person if the City reasonably determines the person has violated these Policies & Procedures, or otherwise poses a threat to the health, safety, and welfare of other users of the facility. Such determination may be based on evidence of the person's conduct and statements, including but not limited to conduct and statements which occurred outside of and unrelated to the facility.

General Operating Procedures

The facilities of the City of Powell affected by this Procedures Manual include:

- The Powell Aquatic Center
- All designated parking areas, and other adjoining City lands.

The Powell Aquatic Center is intended for use by participants of all ages. It is a priority to offer a safe environment and safe programs for everyone. Some areas of the facility will be limited by numbers of participants and/or their ages.

1. The Aquatic Center does not provide direct adult supervision for daily visits or self-directed activities. Children 7 years old and younger are required to have responsible supervision by an adult age 16 or older inside the facility.
2. Our facility is not intended as a drop-off childcare service.
3. The City of Powell reserves the right to take and use photographs of individuals using the Powell Aquatic Center and/or participating in programs sponsored by the City of Powell. Such photographs are the property of the City of Powell, and may be used in brochures, advertisements, and other promotional materials.
4. The City of Powell, Powell Aquatic Center complies with the Americans with Disabilities Act. Anyone needing reasonable accommodation is encouraged to notify the office at 307-754-0639.
5. The City of Powell does not provide medical insurance to cover participants during any activity.

Pets

Pets of any kind are not allowed in the Aquatic Center. Assistance dogs and police service dogs are exempt from this policy.

Aquatic Polices

The pools provide an opportunity for recreational and competitive activities, diving, fitness classes, therapy, and special events.

- Use of the pool by participants is regulated by designated schedules of activities.
- In most cases, one or two lap lanes will be provided for lap swimming daily.
- The pool features will be opened and closed at the discretion of the lifeguard on duty.
- The use of snorkel mask goggles is not permitted unless pre-approved by the Aquatics Supervisor.

- Adults and parents who wish to observe their children from the pool deck may do so provided they remove their street shoes.
- All users must be appropriately dressed. Cut offs and streets shoes on the pool deck are not permitted.
- Any patron that is not potty trained must wear waterproof pants or swim diapers while swimming. Infant swim diapers are available for purchase at the front desk.
- Food and beverages, except water, are permitted only in the concessions area.
- Glass containers are not permitted.
- Children 5 and under must always have a responsible adult aged 16 or older in the water within arm's reach.
- Children ages 6 or 7 must always have a responsible adult aged 16 or older inside the facility.
- Only U.S. Coast Guard approved flotation devices are permitted in the pool.

Private Swim Lessons

Private Swim Lessons taught by City employees must be pre-approved by the Aquatic Supervisors. All pre-approved private swim lessons shall be paid to the facility at the front desk. No City employee shall receive payment from an individual for private lessons.

Community Bulletin Board

The Powell Aquatic Center does not provide a bulletin board for groups or individuals to post their events.

Bicycles, In-Line Skates & Skateboards

Skating, skateboarding and biking are not allowed on sidewalk areas near the main entrance or in the Powell Aquatic Center.

Alcohol & Drugs

Alcoholic beverages are not allowed in the Powell Aquatic Center or on its grounds. Anyone under the influence or in possession of any illegal substance will be asked to leave the facility. Law enforcement officials will be contacted immediately.

Smoking & Chewing Tobacco

Smoking and the use of chewing tobacco are not allowed in the Aquatic Center. Smoking is permitted in parking areas and bench areas away from the main entrance to the Aquatic Center.

Weapons

Any person bringing a firearm into the Aquatic Center shall comply with all local, state, and federal laws pertaining to firearms, and shall keep their firearm securely on their person at all times. All local, state, and federal laws pertaining to firearms shall apply. No person under the age of 18 shall possess or carry a firearm into the Aquatic Center. No person may brandish any firearm or other weapon or item in a manner that threatens or intimidates another. Any person violating this policy, or violating local, state or federal laws pertaining to weapons may be removed from the Aquatic Center and is subject to arrest and prosecution.

Bad Weather Policy

1. The Center will remain open during its normal operation hours when possible. The Aquatic Center will post on our website or Facebook if we need to close the facility.
2. Attempts will be made to make up any classes or programs canceled due to poor weather conditions.

Locker Rooms

The locker rooms are designed to provide users with dressing and showering facilities, available for use during all operating hours.

Family locker rooms are for public use, please remove your personal items. There are lockers available for use by the pool entrance.

Locker Use

Lockers are for day use only. Patrons may bring their own lock to secure their personal belongings in a locker but must remove their lock prior to leaving the facility. All locks will be cut, and items placed in the lost and found at the end of the business day.

Participants with a membership may use a lock provided by the facility to secure their items. A driver's license, student ID or keys must be left as collateral. Non-members wishing to rent a lock must pay a \$1 fee. A driver's license, student ID or keys must be left at the front desk and will be returned to patron after lock is returned.

Long-term locker rentals are also available.

Clothing

Appropriate attire must be worn while participating in activities at the Aquatic Center. Anyone displaying

vulgarity or inappropriate attire will be asked to change or leave the facility. Street shoes are not allowed on the pool deck.

All clothes and personal belongings must be stored in a locker.

Lost & Found

The Aquatic Center IS NOT responsible for the loss, theft, or damage of personal property of any kind.

- Unclaimed items of value (billfolds, keys, purses, jewelry, etc.) will be held at the Recreation Center for 90 days, after which they may be discarded.
- Unclaimed items (towels, suits, clothing, shoes, etc.) will be held at the Aquatic Center for a period up to 2 weeks, after which they will be discarded.
- Personal care garments and beauty items will be discarded immediately.

Membership

All Aquatic Center memberships will be for a designated time period.

Members shall be provided with a complete set of policies and procedures at the time of membership purchase or upon request.

Memberships are nontransferable and non-refundable.

City may grant exceptions on a case by case basis.

Spectators

Spectators will be welcomed into the facility during special activities and programs.

Multipurpose Room

This room is available for rent during normal operating hours for birthday parties or meetings provided no classes or activities are already scheduled. Reservations must be made 2 weeks prior to the requested date and a 50% minimum payment is required at time of booking. All paperwork for the rental must be completed before the scheduled reservation date.

Facility Rental Policies

The Aquatic Center may be rented at the discretion of the Aquatic Supervisor after hours. Reservations are secured when payment is received in full, and paperwork is received by the appropriate City staff. All paperwork for facility rental must be completed before the scheduled reservation. There will be a 25% administrative charge to any canceled facility reservation. Advanced notice is required.

Use Policies

Multipurpose room and facility rental setup is the responsibility of the user. The user must clean areas immediately after use. Setup cannot begin more than 10 minutes prior to scheduled time and clean up must be completed 10 minutes after the end of schedule time. Cleaning must include:

1. Removal of all items/trash from floor, fixtures, tables and chairs.
2. Removal of all food and beverages, and clean up of all spills.
3. Trash deposited in appropriate receptacles and area is setup like it was before usage.
4. A \$20 excess cleaning fee will be charged for excessive cleanup.

Discipline & Inappropriate Behavior

All Aquatic Center patrons are expected to display courteous and considerate behavior. Foul language, abusing membership privileges and disobeying facility rules are prohibited.

• For minor infractions of policies, the patron will be asked to leave and the incident documented. Upon the second occurrence the patron will be asked to leave the facility, given a written warning as to the consequences of further infractions and will be talked to by a supervisor and parents, if patron is a minor, will be notified. If the behavior continues or worsens, the patron's privileges may be terminated and the privilege to enter the Center revoked.

• Unauthorized use of cameras or other filming devices is strictly prohibited.

• Major disciplinary problems may result in immediate loss of membership privileges and/or permanent banishment from the facility.

Refund & Cancellation Policy

A full refund will be given when the City cancels an activity. Any refund requested prior to the beginning of an activity will be charged a 25% administration fee. No refunds will be given after the scheduled start date.