

Prince George's Pool Event Use Requirements

The PG Pool offers its facilities as a venue for events sponsored by members of the pool community. Neither PG Pool nor its volunteer Board serves as co-sponsor or co-producer of such events. The Board must approve all events. The Board will endeavor to ensure that the events are compatible with the functioning of the Pool and the wishes of its members and within the ability of the volunteer Board to safely and responsibly support.

The following requirements and responsibilities apply to groups using the pool for events that have been approved by the PG Pool Board or its designated representatives. They are intended to clearly define the respective responsibilities of the PG Pool Board, the pool management company, and the event sponsor. Failure to meet or comply with requirements or to fulfill responsibilities may result in the termination by the Board of an event at any time.

1. A designated Event Manager is required for every event. The Event Manager is responsible for all logistical arrangements to support the event. The Board must be provided with the name and contact number of the Event Manager at least 60 days prior to the beginning of the first activity of the event (rehearsal, setup, etc.). The Event Manager serves as the point of contact with both the pool manager and the Board or its designated representative. While not a requirement, it is recommended that the Event Manager be a unique function, so that event leaders, directors, instructors, sponsors and participants can focus on the event itself.
2. A signed contract may be required by the Board prior to approval of an event. A contract between the PG Pool Board and an event sponsor may add to, but may not nullify, any of these requirements.
3. A fee and security deposit may be required for use of the pool facilities. The Board or its designated representative(s) will determine the amount, method, and time of payment.
4. All activities involving use of the pool and/or pool area (defined as the space within the fence surrounding the pools) require lifeguard coverage in compliance with current standards.
 - The appropriate amount of coverage is determined by the Pool Manager at the usual per hour rate. Overtime rates may be charged for after normal hour use.
 - Lifeguards are not expected to nor may they be asked to perform tasks beyond their lifeguard function.
 - Any complaints or requests related to lifeguards must be communicated by the Event Manager to the Board or its designated representative.
5. All cleanup related to an activity is the responsibility of the event sponsor, specifically the Event Manager. While the Pool Manager and lifeguard staff are responsible for maintaining the pool area and grounds as specified in their contract with the pool, it is the responsibility of the event sponsor to return the grounds to its pre-activity condition immediately following each activity. These responsibilities include, but are not limited to, removing all trash, replacing all moved items, and storing all equipment. Event sponsors may use basic pool equipment, such as brooms and trash cans, to assist in the cleanup.
6. Facilities use requirements related to space and utilities must be approved in writing by

the Board or its designated representative(s) prior to approval of any event. Written agreement to an Activity Proposal may constitute such approval.

7. Due to system capacity and safety concerns, any use of the PG Pool electrical system requires special consideration and approval.

- Any extraordinary use beyond normal capacity, as determined by the Board or its designated representative(s), must be approved prior to approval being granted for the event.

- The PG Pool electrical system may not be used within the pool areas (defined as the space within the fence surrounding the pools). This is to avoid jeopardizing the pool pump and filtration systems, which are necessary for the pool to operate.

- Any extraordinary use or use within the pool area must be independently supplied by the event sponsor. This would likely entail the event sponsor providing a generator to supply electricity.

- Any extraordinary use or use within the pool area must be installed and overseen by a certified electrician. The name of the electrician and a copy of current certification must be provided to the Board at least 60 days prior to the beginning of the first activity of the event (rehearsal, setup, etc.).

8. It is the responsibility of the event sponsor to maintain the security of the pool grounds during and at the close of each activity. Events sponsors may be held accountable for any loss due to theft, vandalism, or other cause as a result of not maintaining appropriate security.

9. The Board reserves the right to require event-sponsoring organizations to provide proof of insurance in an amount deemed acceptable by the pool's insurers and the Board.

Prince George's Community Pool Activity Proposal

Activity Name:

Sponsoring Organization/Person:

Brief Description of the Activity:

Contact person (name and telephone number):

Backup contact person (name and telephone number):

Person responsible for managing the activity if different from the contact person above (name and telephone number):

Proposed date(s) and time(s): (Identify and include ALL activities that use the Pool's facilities, including things such as scheduled activity times, rehearsal/set up times, clean up times, etc.)

How will pool members be involved in this activity? (audience, talent, support, etc.)

What value or benefits will this activity offer pool members?

What fees/admissions charges will be required of activity participants or audience? What specific amounts would be charged?

What areas of the pool grounds and facilities will be used? (Be sure to consider needs such as storage or rehearsal space.)

What impact will this activity have on regular pool operations?

What support will this activity require from pool management and lifeguard staff?

Are there any other things related to this activity that the Board should consider?