

2012

**Nenagh
Leisure Centre**

Application for facility hire

Office Use
A/C No.

Invoice No.

Amount Due

Audit No.

Group Name : _____

Address (if any): _____

_____ Tel : _____

Contact Name : _____

Address : _____ Tel : _____

_____ Mobile : _____

Email : _____

Nature of event (i.e. School Swim / Gala / Private Swim) : _____

Group and approximate number : Male Female

Sessions requested

Day and Date	Time	Day and Date	Time
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

Number of Instructors requested :

I have read and understand the conditions of hire and the information that I have given is correct to the best of my knowledge.

Signed : _____ Date : _____

NENAGH LEISURE CENTRE

CONDITIONS OF HIRE 2012

1. Applications for the hire of Nenagh Swimming Pool must be made in writing on the official application form. Applications will be deemed provisional until the manager confirms that dates and times are suitable.
2. Schools will be charged €95 per hour **and all other groups €115 per hour (as of January 2011 but subject to increase)**. Swimming teachers are available at a cost of €20 each. The ratio for Pupils to **Swimming Teacher is 20:1**. Please note that normally there will be only three Swimming Teachers available (however at certain times a fourth teacher may be available). **Payment must be made in advance or entry may be refused.**
3. Transport buses must park out-side the main entrance. The children must walk supervised inside the designated pedestrian walk-way to the door of the Leisure Centre.
4. The maximum capacity of Nenagh Leisure Centre is as follows:
Main Pool: max 100 swimmers
Minor Pool: max 20 swimmers
Excess of the above maximum numbers will not be allowed in the pool area and it is the responsibility of the group organizers to ensure these numbers are not exceeded.
5. Pool hire begins on the hour and runs for 50 minutes allowing a 10min turnover for school children to dress
6. Hiring of the Swimming Pool consists of 5 lanes of the main pool plus the minor pool. **The sixth lane may be required to be available to the members of Nenagh Leisure Centre only.**
7. Swimming lessons are taught for 30 minutes and instruction shall begin at quarter past the hour. Swimming teachers must be informed of any children requiring special attention prior to the start of lessons.
8. The group organiser is responsible for all members of their group while they are on the premises of Nenagh Leisure Centre. For mixed groups using the pool, a responsible male and female adult should accompany the group to the pool to monitor behaviour in the changing rooms and to provide aid in case of an accident/incident. **Female parents or teachers may not enter the Male Changing and Male parents or teachers may not enter the Female Changing Room. Children of six years and over must change in the changing room appropriate to their gender.**
9. **Cancellation** of sessions must be made **in writing four days prior to the start of the month** i.e. to cancel sessions in February you must contact the manager by January 27th otherwise sessions will be charged for.
10. In the event of it being necessary to close the pool, no claim shall lie against Nenagh Leisure Centre in respect of loss or inconvenience or any other damage suffered.

11. A copy of the group organizers **Public Liability insurance policy must accompany the application form** when making a booking. In the event of the group organising their own swimming instruction they should provide public liability Insurance Cover with a minimum of indemnity of €6,400,000 for any one accident while the qualified instructor should also provide for their own personal cover.
12. The hirer shall ensure that no loss or damage is caused to the facility or equipment during private sessions. The hirer shall pay Nenagh Leisure Centre the cost of repairing or replacing any such damage caused during the hiring period.
13. If a child wishes to go to the toilet during a Swimming Class they must notify the Swimming Teacher **and** the Group Organiser (School. Teacher). The group organiser is responsible for making arrangements to supervise that child when they are in the changing room using the toilet.
- 14. The use of Cameras, camcorders or any image recording devices are strictly prohibited on the premises.**
15. For health and safety reasons children with open wounds will not be allowed to enter the pool. Children with verrucae or athletes foot should wear a verrucae sock to prevent transmission to others.
16. Children with upset stomachs will be refused entry. If a substantial amount of loose runny stool (diarrhoea) is introduced into the water, the pool will have to close for a period of 12 hours. Any schools causing such a closure will have to reimburse Nenagh Town Council for loss of income.
17. The management is not responsible for the loss of personal items or damage to personal property either on the premises or in the car park. Private groups are reminded not to leave personal belongings in the changing rooms but to make use of the lockers provided on the pool deck.
18. A full list of swimming pool rules and procedures for disciplining swimmers not adhering to the rules is enclosed and should be read out to each group before using the pool.
- 16. Teachers or Parents are not permitted to gain access to the side of the Pool through the office.**

Nenagh Leisure Centre

Prior to entry

All swimmers must use the toilet facilities and shower before entering the pool

GENERAL RULES AND REGULATIONS -

No running

No jumping

No diving (only permitted during swimming lessons)

No horseplay to include wrestling, ducking, fighting, bullying, pushing or throwing other bathers into the pool

No somersaults, backflips, cartwheels or bombing

Non-swimmers and weak swimmers must remain in areas of the Pool where they can stand

No shouting

No eating or drinking on the pool deck

No outdoor shoes permitted on pool deck

Swimming caps must be worn by bathers

No chewing gum in the pool

Procedure for disciplining swimmers

The following procedure will be used when disciplining any swimmer not adhering to the rules and regulations of Nenagh Leisure Centre.

Warning system – any swimmer not abiding by the rules will be given a warning along with an explanation as to why their behaviour is unacceptable. If they continue to misbehave, they shall be given a second warning along with an explanation. If a third warning has to be given the swimmer will be asked to leave the pool. If the lifeguard feels that the behaviour warrants any further action he / she shall inform the manager and he shall decide if the swimmer should be barred for a period of time.

Emergency Action Plan

1. Nenagh Leisure Centre has an emergency / panic alarm system in each area of the building. There is also a Fire Alarm system and a manual whistle back-up system used by the staff.

Whistle Signals	-	1 Short Blast	-	Pay attention
		2 Short Blasts	-	Getting attention of Staff
		3 Short Blasts	-	Activation of E.A.P.
		1 Long Blast	-	Clear the Pool Area

2. If any of the alarm systems are activated you must stop what you are doing and pay attention to the instructions given by the staff.

3. If instructions are given by the staff they must be followed, as these instructions are for your Health & Safety.

4. If the building has to be evacuated you will be immediately guided by staff to your nearest **SAFE** emergency exit. This may mean that there will be insufficient to collect belongings and change clothes in the changing rooms.

5. When the building has been evacuated you make your way to the emergency Assemble Point at the rear of the building.

6. If when you get to the assembly point you are still in your swim wear, staff will issue you with a foil blanket to keep you warm until further decisions are made by Fire Marshal as to what will happen next.

7. You may not re-enter the building until the Fire Marshall has given the all clear to do so.

