



FIELD TRIP REQUEST FORM

If your group or organization is interested in visiting our Kirksey Recreation Center (KRC) or Botsford Pool, please fill out the information below to request your time and date. Requests must be received at least two weeks in advance for consideration. Groups will not have exclusive use of the pool. Submitting a request does not guarantee your dates.

Group/Organization Name:

Address of Group/Organization:

Contact Person:

Phone Number:

Email:

REQUESTED DATE(S):

1st Choice:

2nd Choice:

POOL LOCATION:

Kirksey Recreation Center (Indoor)

Botsford Pool (Outdoor)

TIME SLOTS (Choose one): *No more than one group per time slot

KRC: Sept. – Mid-June

KRC: Mid-June – Aug.

Mon, Wed, Fri: Noon–2 p.m.

Wed: 12-2 p.m.

Tu, Th: 11:30 a.m. to 1:30 p.m.

Wed: 1-3 p.m.

Botsford Pool: Mid-June – Aug.

Mon-Fri: 1–3 p.m.

PARTICIPANTS:

Chaperones are required to be in the pool with swimmers during your visit.

Chaperone to swimmer ratio is 1:10.

Chaperone to non-swimmer ratio is 1:3. A non-swimmer is classified as anyone who requires the use of a lifejacket to swim or deemed a non-swimmer by lifeguard staff.

Approximate # of participants:



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Approximate age of participants:

FEES:

Fees are based on organization's address. Chaperones/Counselors are not charged a fee, only participants.

Botsford Pool

Resident Rate: \$5/participant

Non-Resident Rate: \$8/participant

KRC

Resident Rate: \$6/participant

Non-Resident Rate: \$12/participant

Do you require to be invoiced for the event or will you be paying with cash/credit? Checks are not accepted at the outdoor pools.

Invoice

Cash/Credit

Check (KRC ONLY)

BOOKING/REFUNDS

Applications must be received at least two-weeks prior to requested dates for consideration. Days will be reserved at a first-come first-serve basis. Final headcount is due one week prior to reserved dates. Payment must be made in full upon arrival unless organization requests to be invoiced. Refunds will not be given for excess payment or if we are required to close the pool during your reservation.

Initials:

CANCELATION POLICY

A full refund will be issued if the activity is canceled at the request of the Parks and Recreation Department. If the activity is canceled by host at least 48 hours prior to scheduled date a refund less a \$10 processing fee will be issued. Refunds will be mailed within approximately three weeks after cancellation. **All cancellations must be made through the Parks and Recreation Department, Mon-Fri, 8:30 a.m. to 5 p.m. (734) 466-2411.**

Initials:

DAMAGE AND CLEAN-UP AGREEMENT

Said group agrees to pay City of Livonia for maintenance cost and/or damage to any property caused by said group at said location, and said group agrees to pay the City a sum not to exceed \$50 per area used if the area used by said group is not CLEANED UP and returned to the condition in which it was found.

Initials:



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AGREEMENT

As the permit holder you will be required to sign the following Release and Hold Harmless Agreement on your application and will be responsible for those attending your outing.

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of entering into this agreement with the City of Livonia, the undersigned, by this instrument does hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its assigns, agents servants and employees of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION OR FAMILY as a consequence of their participation in any and all activities in connection with this agreement.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions and receiving the guidelines pertaining to this rental I/we agree to adhere to the conditions of this agreement, and the guidelines established by the Department of Parks and Recreation.

Signature:

Date:



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Pool Rules

- This is not a complete list of rules. Please make sure you and your guests read through the posted pool rules during your rental located at your facility.
- No running or horseplay.
- No hypoxic training or breath holding games.
- Swimmers must be in an appropriate swimsuit with a liner.
- No street clothes permitted in pool.
- Guests must shower before entering the pool.
- Individuals that are not toilet trained are required to wear a swim diaper with tight fitting rubber pants or swimsuit over.
- Guests must adhere to the posted rules for our climbing walls and slides. Staff reserve the right to not allow guests on features if the individual is being unsafe or a non-swimmer.
- Non-swimmers must be within arm's reach of a parent or guardian aged 16 and older.
- Guests must wear U.S. Coast Guard approved Lifejackets. Water wings or flotation devices that use air are prohibited.
- Children wearing a life jacket are non-swimmers. They are not permitted to use the slide or climbing walls.
- Guests are not permitted to swim if they have been sick in the last two weeks.
- Staff may implement additional rules as they see fit to ensure the safety of all guests and staff.