



## 2025/ 2026 Information Package Swimming Events/Parties

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Thank you for your interest in holding your event at the Wilmot Aquatic Centre. The Township of Wilmot offers a few options for your swimming party. The Wilmot Recreation Complex offers 2 pools to choose from and a couple of different rooms. We can customize your rental based on availability to ensure that you are getting the most out of your special day.

## **2025/2026 User Fees**

Rates are per hour  
HST and Insurance not included

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| <b>Aquatic Centre – Pool Rental Rates</b>                                     |          |
|---|----------|
| Lap Pool with up to 50 people   | \$197.29 |
| Leisure Pool with up to 50 people   | \$119.70 |
| Lap Pool/ Leisure Pool combined with up to 50 people                          | \$285.10 |
| Extra lifeguard required more than 50 people or tot slide (little blue slide) | \$38.00  |
|   |          |
| <b>Wilmot Recreation – Room Rates</b>   |          |
| Program Room/ Wayne Roth Meeting Room – Capacity 50 People                    | \$32.24  |
| Activities room/ Wilmot Meeting Room – Capacity 15 People                     | \$15.66  |

\*\* Rentals may be subject to additional Non-resident surcharges of 25% \*\*

### **PAYMENT OPTIONS**

- Credit card payments (by phone) can be made with Customer service Rep 519-634-9225
- Online

The following conditions are outlined in your permit and by signing you acknowledge you have read and understand the following:

**Admission Policy**

WAC staff members are experts trained in aquatic emergencies. They are required to supervise all patrons in the pool and cannot act in a childcare capacity.

“**Caregiver**” is defined as a responsible parent or guardian 13 years of age or older who is responsible for the direct supervision of children 10 years and younger and within arms reach. Caregivers of children under 10 years of age who have passed the swim test will be required to remain in the facility.

**Children under 7 years of age**

- Must be accompanied by a Caregiver at all times. Caregiver must be in the water and remain within arms distance at all times. 1 caregiver:2 swimmers’ ratio
- If any child within a group of swimmers is under 7 years of age, the ratio for the Caregiver will always be 1:2.

**Children 7 – 10 years who are weak or non-swimmers**

- Caregiver ratio of 1:3 without lifejackets
- Caregiver ratio of 1:6 with all swimmers in a lifejacket. If a swimmer removes their lifejacket, ratio then becomes 1:3
- If a caregiver has one child in the under 7 years of age range, the ratio is 1:2.

**Children aged 7 to 10 years of age who are strong swimmers**

- May be admitted into the pool without direct in-water supervision provided they can demonstrate the ability to pass the Aquatic Swim test. This test consists of a swim completed comfortably by the swimmer without stopping or putting their feet on the bottom.
  - Swim 20m on the front with the ability to put their face in the water at least once,
  - Tread water for 15 seconds and
  - Swim 20m once more on their front or back.
- The caregiver must remain on the pool deck or in the wet hallway until the swim test is completed successfully. If the child is unable to complete the swim test, the Caregiver will be required to participate with the child. Swimmer ratios will be enforced.
- Successful swimmers will require that the Caregiver remains in the facility during their participation in the swim.

## Lifejackets

- Lifejackets may need to be supplied by swimmers. There is a limited supply at the facility
- Lifejackets may not be available at all programs
- Lifejackets must be the appropriate size for the swimmer and approved by Transport Canada
- Water wings, puddle jumpers or any other floatation devices are not acceptable as lifejackets
- If insufficient lifejackets are available, the ratio of 1:3 swimmers for the 7 – 10 year old swimmers will apply

**“Direct supervision”** is defined as being in the water, within arms reach and able to render immediate assistance.

Persons who have known serious medical disorders such as seizures are at greater risk while swimming. Those individuals should be accompanied and supervised by another individual knowledgeable of their condition.

## Wristband Policy

In conjunction with our admission procedure, we will be issuing wristbands to young swimmers.

### Children under 7 years of age

- Will be given a **RED** ribbon for their wrist. These children must be accompanied in the water at all times with a Caregiver who must remain within arm's reach at all times. Ratio of 1:2

**Children, 7 – 10 years of age who have not passed the swim test** will be issued a Yellow or Blue wristband

- **YELLOW** Wristband if they wish to perform a swim test to see if they can swim unaccompanied.
  - The caregiver must remain on deck or in the wet hallway until the child has performed the swim test to ensure the child is able to swim alone.
  - If the child passes the swim test, they can have their wristband removed and a Swim Test card can be created for future visits.
  - If they do not pass the swim test, they will be issued BLUE wristband for their wrist and will be required to swim with a Caregiver.
- **BLUE** wristband will be issued if a child chooses not to attempt the swim test or has not passed the swim test.
  - Caregiver ratio of 1:3 without lifejackets
  - Caregiver ratio of 1:6 with all swimmers in a lifejacket. If a swimmer removes their lifejacket, ratio then becomes 1:3

## **CANCELLATION**

Cancellation of rental must be provided by the renter with a minimum of fourteen (14) days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township fourteen (14) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years.

Refunds issued within the terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$42 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust, cancel, withdraw or reschedule any and all allocated facility time for any reason, and at any time. This may be a result of swim meets, special events, in the case of emergencies, pool fouling, health and safety concerns or unforeseen circumstances. All reasonable efforts will be made to advise the affected groups as early as possible. The rental fee for cancelled rental(s) shall not be payable. The Township will not be liable for any cost/damages as a result of a cancelled rental(s).

The Director of Community Services or designate, at their sole discretion, may deny future permits for reasons including, but not limited to, the failure of the Permit Holder to comply with any Federal, Provincial or Municipal laws, by-laws, policies and regulations, and any other conditions that may be imposed by the Township.

## **INSURANCE & INDEMNITY**

Insurance is required for all rentals. All permit holders must hold proof of Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability endorsement, severability of interest provisions and contractual liability.

The Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township of Wilmot, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which

the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the Event proposed by the Event Organizer, its agents, employees and sub-contractors on the property of the Township of Wilmot, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event Organizer, its agents, employees or sub-contractors.

## **CONDUCT & USE**

**The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.**

## **FIRE PLAN**

The permit holder acknowledges that there is no use of open flames in accordance of the Ontario Fire code. The permit holder acknowledged that they have received and read a copy of the Township of Wilmot Fire plan. They understand what is expected of them in the event of an emergency. The permit holder will adhere to the fire plan & report injuries to the Township of Wilmot.

## **CONDUCT & USE**

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event, including the conduct of all swimmers, coaches and spectators. Including any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence; and will be responsible for payment of any repairs. The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

The base rental allows for 50 participants in the pool and on the deck. Should your rental exceed 50 participants you will be required to notify the Township at the time of your booking and pay for additional lifeguards. Your rental does not come with the use of the Tot slide (little blue slide for party guest under the age of 6.). Should you be interested in the use of the Tot slide during the time of your rental you must notify the Township at the time of booking and pay for an additional lifeguard to operate the slide in accordance to the public health regulation 565.

All participants must follow the direction of the lifeguards and facility staff. Any activity that staff feel is inappropriate must cease immediately upon being advised. Failure to do so could result in the participant being asked to leave or full cancellation of your permit.

Persons under the age of 18 are not permitted to be a permit holder or sign this rental contract.

The permit is not transferable, and the renter is not permitted to sublet rental time designated under this agreement.

The consumption of alcoholic/ drugs or having open containers of alcohol in non-licensed areas and in particular the change rooms, public restrooms, swimming pool, meeting rooms and parking area is NOT permitted, in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Policy. Any individual and or user groups found in violation may result in their permit, and all privileges for the use of the named facility, being revoked. The renter will not allow the admittance to anyone they suspect is intoxicated or may otherwise be incapable of participating swimming. Anyone appearing intoxicated will be asked to leave the facility. Failure to do so may result in cancellation of the event.

Smoking/Vaping is NOT permitted in any Township of Wilmot facility, sporting area, or spectator areas adjacent to sporting areas as per the Smoke-Free Ontario Act (SFOA) 2017.

Drop-off and pick-up is prohibited at the front doors of the arena and swimming pool. All facility users must use the designated drop off locations that are clearly mark, directly in front of the swimming pool or a parking space. Users without a handicap sticker are prohibited from stopping or parking in the accessible parking spots.

Permit holder agrees to the above terms and conditions and has received the facility handbook, outlining the facility rules and regulations. Failure to abide by any of the Terms and Conditions or facility rules in this Contract or handbook may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for function.



## **Terms and Conditions – Meeting Rooms & Community centre**

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The following conditions are outlined on your permit and by signing acknowledge you have read and understand the follow:

### **Terms and Conditions – Facility Rentals**

Access to the facility is granted as per the arrangements made with the Township of Wilmot Facility Booking staff. The time required for the rental(s) is reflected on this permit, indicates the event start time and event end time. The time reflected must include any set up and clean up time. Access to the facility is not permitted prior to the event start time, the facility must be vacated by the end time indicated on this permit.

#### **CANCELLATION – Meeting Rooms**

Cancellation of rental must be provided by the renter with a minimum of fourteen (14) days notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township fourteen (14) days prior to the rental date(s), the Licensee will be charged the full cost of the booking.

#### **CANCELLATION – Community Centres**

Cancellation of rental must be provided by the renter with a minimum of ninety (90) days' notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township ninety (90) days prior to the rental date(s), the Licensee will be charged the full cost of the booking. Cancellations will be subject to a \$40.00 administration fee per date cancellation.

Credit for time cancelled within the cancellation requirements will be held on the account for a maximum of 3 years. Refunds issued for cancellations within the parameters of terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$42 or 20% of the refund, as outlined in the Township of Wilmot's Fees and Charges By-Law.

Cancellations due to inclement weather can be rescheduled at no additional charge. A credit for time cancelled within these parameters can be held on the account for a maximum of 3 years.

Facility time is reserved and NOT GUARANTEED. The Township of Wilmot retains the right to adjust,



cancel, withdraw or reschedule any and all allocated facility time for any reason, and at any time. This may be in the event of tournaments, special events, playoff games, in the case of emergencies, health and safety concerns or unforeseen circumstances. All reasonable efforts will be made to advise affected groups as early as possible. The rental fee for a cancelled rental(s) shall not be payable. The Township will not be liable for any costs/damages as a result of a cancelled rental(s).

The Director of Community Services or designate, at their sole discretion, may deny future permits for reasons including, but not limited to, the failure of the Permit Holder to comply with any Federal, Provincial or Municipal laws, by-laws, policies and regulations, and any other conditions that may be imposed by the Township.

## **DAMAGE DEPOSITS**

Damage deposits shall be applied in part or whole to any expenses incurred by the Renter as a result of damage or loss of the facility and/or equipment during the rental and towards any penalties or extra staffing fees applicable. Should the damage and or penalties be more than the amount of the damage deposit, the Renter will be invoiced for the remaining amount.

## **INSURANCE & INDEMNITY**

Insurance is required for all rentals. All permit holders must hold proof of Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability endorsement, severability of interest provisions and contractual liability.

The Event Organizer, both during and after the term of this Agreement, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the Township of Wilmot, its elected officials, officers, employees, volunteers, agents, contractors, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified person or persons may suffer or incur, howsoever caused, arising out of or in consequence of or directly or indirectly attributable to the Event proposed by the Event Organizer, its agents, employees and sub-contractors on the property of the Township of Wilmot, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses

as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Event Organizer, its agents, employees or sub-contractors.

## **CONDUCT & USE**

The permit holder will be held responsible for the conduct of all persons in their group, and individuals attending the event, including to abide by all Federal, Provincial and Municipal laws, by-laws, policies and regulations, and any other conditions which may be imposed by the Township.

Any damage which occurs to the facility or equipment of the Township of Wilmot due to the rental group's misconduct or negligence will be the responsibility of the permit holder, who will be held responsible for the payment of any repairs.

The Township will not be responsible for personal injury, damage or the loss or theft of personal property of anyone attending through invitation/use of the permit holder.

The Township of Wilmot is committed to a hate-free environment for all who use Township facilities or property and does not tolerate, ignore or condone harassment or discrimination of any kind. Individuals are obliged to refrain from harassment/hate activity. Violence will not be tolerated and will result in the immediate cancellation of the permit(s).

The renter agrees not to hold, sponsor and promote any function deemed to be publicly or morally offensive or that in any way would contravene any Statute, Law or Regulation of the Government of Canada or the Province of Ontario.

There is absolutely no subletting of Township Facilities. Permit Holders who sublet a Township of Wilmot facility risk their permit being cancelled immediately and will jeopardize all future permitted time with the Township of Wilmot.

The Township of Wilmot shall provide hall, limited tables and chairs, hydro, water, washrooms and cloakroom facilities or any other equivalent substitution or any items mutually agreed on between the Township of Wilmot and the Renter

Although, the renter is permitted to use the hall and kitchen facility and its appliances, the contents of the hall, p.a. system and kitchen (place settings, cookware, flatware, cooking utensils, etc.) are there for convenience only. It is the sole responsibility of the renter to supply all provisions necessary for a successful event/function.

If there is a power failure, water failure, breakdown of equipment or failure to provide satisfactory facilities for the operation of the hall in a manner satisfactory to the renter, thus resulting in their cancellation of all or part of a rental session, the renter shall not be obligated to pay the rent for such period of cancellation and The Township of Wilmot shall not be liable to the renter for failure to supply hall facilities by reason of any of such causes.

Persons under the age of 18 years of age are not permitted to be a permit holder or sign this rental contract.

Zero Tolerance Alcohol Policy - Any unauthorized use of alcohol in Township facilities will result in the immediate cancellation of the permit(s). The consumption of alcoholic beverages/drugs or having open containers of alcohol in non-licensed areas or meeting rooms are NOT permitted in any Township of Wilmot facility.

Smoking/Vaping is NOT permitted in any Township of Wilmot facility as per the Smoke-Free Ontario Act (SFOA) 2017. The Smoke Free Ontario Act prohibits smoking within 20 metres of playgrounds, play areas, sporting areas, and spectator areas next to sporting areas. All Township indoor facilities and Community Centre grounds are smoke free environments. These restrictions apply to the smoking of tobacco, cannabis (medical and recreational) as well as vaping or electronic cigarettes.

Anytime food is made available to the General Public (either sold or given away), the renter must contact the Region of Waterloo Public Health Department at (519) 575-4400.

Non-licensed gambling or gaming activities are not permitted.

**For emergencies when Township of Wilmot staff are not present, please contact the after-hours EMERGENCY ON CALL for Parks and Recreation Services 519-465-0876.**

## **GUIDELINES AND REGULATIONS**

Rental fees must be paid in full, and all necessary documentation provided prior to your event. The mutual release of the contract will be on the receipt of payment of the balance

owing and all required documentation having been received by the Township. Personal cheques will not be accepted for rentals occurring in less than 7 days. The renter is responsible for S.O.C.A.N. and Re:Sound fees, if applicable.

Additional fees such as SOCAN, Security, insurance etc. that are not determined by the Township of Wilmot are subject to change without notice.

Effective January 1, 2020 the Township of Wilmot has banned single-use plastic drinking straws from municipal facilities, and will allow compostable drinking straws only. The Township also strongly encourages the use of re-usable, recyclable or compostable plates, cups, utensils and food containers in our facilities”.

The renter shall be responsible for set up, take down and storing of chairs, tables etc. in the appropriate storage area(s). The renter is responsible for returning the premises back to the general condition of cleanliness and repair to which it was found. Failure to leave the facility in the same condition will result in additional clean-up or damage fees levied upon the renter.

Excessive use of amplified/loudspeakers will not be permitted. The renter agrees to be respectful of surrounding neighbours’ and to minimize the sound of music and/or announcements whenever possible.

It is Renters responsibility to ensure all guests in attendance are supervised, especially children.

Due to liability and insurance purposes, the facility must be cleaned up and vacated by the end time reflected on the permit. If the facility is not vacated, the renter will be invoiced for the additional time.

## **Decoration:**

NO PINS, TACKS, ADHESIVE TAPE (SCOTCH TAPE) OR DUCT TAPE can be used when decorating facilities. MASKING TAPE OR PAINTER’S TAPE are the only items allowed. If using candles as a centerpiece in Community Centres (i.e. weddings), please note that the Fire Code requires that the candles must be held in a glass container with the flame not exceeding the height of the

container. **\*Use of open flames are not permitted (this includes birthday candles)** in accordance with the Ontario fire code.

## Clean up:

At the end of the event, the renter is responsible for washing and drying off all tables. Tables are not to be put away wet. The tables and chairs are to be stacked and put away as they were found. The kitchen, island, countertop and serving areas are to be wiped clean.

The renter is required to dry mop the floor and all garbage must be removed from the hall and placed in the outside bins.

ALL food, beverages and decorations must be removed at the end of the event. It is required that the Renter do a final walk around to ensure proper compliance to all the above.

Rental closing checklist, Fire Plan and a incident report are included in a separate attachment.

Failure to abide by any or all Terms and Conditions and Guidelines and Regulations in this Contract may result in cancellation of the existing Permit without reimbursement of fees to the renter and /or forfeit a Permit renewal for the next season. By signing this permit you agree to all of the above terms, conditions, guidelines and regulations.

## Booking Process & Payment Options

Requests can be made in person at the Wilmot Recreation Complex, by phone 519-634-9225 or by email the Township staff related to your inquiry.

When a date and location have been determined, the following information is required to create an account and contract.

- Full name of the person who will be listed on the contract and responsible for the overall event
- Address
- Phone number
- Contact email
- Organization name and address (if applicable)
- Type of Event/Function
- Expected attendance
- Will alcohol be served at your event?
- Do you or your group have insurance
- Times required: inclusive of set-up & clean-up

**Please note:** The same name must be listed on all documentation (ie. Permit, certificate of insurance and/ or any other papers required).

\*Outline of Coverage-this information applies only if you have purchased insurance through GAME DAY INSURANCE through the Township of Wilmot.

### LIABILITY INSURANCE

Who is Eligible?

Any Renter using The Township of Wilmot facilities. The program is designed principally to provide affordable Liability insurance. Some Restrictions may apply.

Why Liability Insurance?

Your operations or actions are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

Who is covered?

All members collectively, this includes Participants, Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

### COMMERCIAL GENERAL LIABILITY

This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity. In addition, your legal liability for injury to participants is covered. (*A few sports disciplines may not be eligible see exclusions*). User Groups are only covered while using the Township of Wilmot facilities.

**\$2,000,000 per occurrence**  
**All Claims Subject to a \$500 deductible**

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## **Cell Phone Use Policy**

To ensure the safety and privacy of our patrons, the Township of Wilmot prohibits the use of cellular telephones and personal digital assistants (PDA's) in all public change rooms and washroom facilities.

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## **Pool Rules**

### GENERAL REGULATIONS:

- Persons infected with a communicable disease or having an open sore shall not be permitted to enter the pool.
- No person shall pollute the water in any manner. Spitting, spouting of water and blowing the nose in the pool area is prohibited.
- No person shall engage in boisterous play or running in or around the pool or change rooms.
- Profanity is prohibited.
- Maximum bather load is 100 persons in the leisure pool, 250 persons in the lap pool or 300 person combined pool and deck.
- All bathers must take a warm soap shower and fully rinse off before entering the pool.
- Glass, food, gum or drinks etc. are not allowed on the pool deck.
- Smoking in the facility is prohibited.
- Street shoes are not to be worn past the deck doors.
- All doors to deck and viewing galleries must be locked when there is no lifeguard on deck.
- Any swimmer under the influence of drugs or alcohol shall not be admitted into the facility.
- Spectators are required to stay within one of the viewing galleries.
- Patrons are not permitted in Offices, Storage Rooms or Chemical rooms unless accompanied by a staff member.
- Patrons are not to place food, beverage, feet or items on the viewing gallery walls.
- Do not place towels or items on the tops of the benches on deck (this is part of the air exchange flow)

## WILMOT AQUATIC CENTRE ADMITTANCE POLICY

WAC staff members are experts trained in aquatic emergencies. They are required to supervise all patrons in the pool and cannot act in a child care capacity. Parental supervision (13 years of age or older) of all children less than 10 years of age is strongly recommended during all pool visits.

### Children aged 7 and under and children 8 – 10 years who are weak or non- swimmers

- Must be accompanied by a responsible parent or guardian 13 years of age or older who is responsible for their direct supervision. A Maximum of 2 children for each parent/ guardian
- Children wearing personal flotation devices (water wings, lifejackets etc) must be supervised at all times

### Children aged 8 to 10 years of age who are strong swimmers

- May be admitted into the pool without direct supervision provided they are able to demonstrate the ability to pass the Aquatic Swim test. This test consists of a 25 meter swim completed comfortably by the swimmer without stopping or putting their feet on the bottom.
- Parents/ Guardians must remain in the facility until the swim test is completed successfully. If the child is unable to complete the swim test, the Parent/ Guardian will be required to participate with the child.

**“Direct supervision”** is defined as being in the water and able to render immediate assistance.

Persons who have known seizure disorders or other serious medical disorders are at greater risk while swimming. Those individuals should be accompanied and supervised by another individual knowledgeable on their condition.

### Swim Test

The swim test requires participants to:

- Swim 20m on front with the ability to put their face in the water at least once,
- Tread water for 15 seconds and
- Swim 20m once more on their front or back





## SPECIFIC SWIMMING RULES FOR BATHERS

- Obey the lifeguards at all times.
- Deep end swimmers must show the lifeguard that they are able to swim one width of the pool comfortably without stopping.
- Diving is only permitted in the designated diving area.
- All floatation toys and equipment must remain in the shallow end of the pool.
- Equipment must be used in the way that it is intended to be used.

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## Room Rules

### General Use

- For insurance and liability there is NO early access to your room and the room must be vacated by the end of your rental as stipulated on your permit.
- Renter is responsible for all set-up and clean-up. All set-up and clean-up MUST be done during your rental time listed on your permit.
- Renter is responsible to wipe or mop up any spills and this includes the kitchen if applicable.
- At the end of the event, the Licensee is responsible for washing and drying off all tables. Tables are not to be put away wet. The tables and chairs are to be stacked and put away as they were found.
- After tables and chairs have been put away and decorations taken down, the Licensee is required to dry mop the floor and all garbage must be removed and placed in the bins provided.
- Please return the facility back to the general conditions of cleanliness in which it was found. Please ensure **ALL** food, beverages and decorations have been removed at the end of the event. It is required that the licensee do a
- Final walk around to ensure proper compliance to the above. Please note that clean-up or damage charges may be levied to the Licensee if there is any damage, or the facility is not left in satisfactory condition.
- There are no open flames permitted. This includes birthday candles in accordance with the Ontario Fire Code.
- The use of Balls are not permitted inside the meeting rooms.
- Decorations are permitted. They must be set-up within your rental time. **NO PINS, TACKS, ADHESIVE (SCOTCH TAPE) OR DUCT TAPE** can be used when decorating. **MASKING TAPE OR PAINTER'S TAPE** are the only items allowed.

## Facility Rules

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When in the facility please remember you are not the only users of the facility. For everyone's enjoyment please be sure you are always supervising children and following the facility rules.

- This is a smoke-free facility.
- Areas of this facility are monitored by video surveillance.
- Parents/Coaches are reminded that they are responsible for the proper conduct of their children/players while in this facility. All children must be in the care of an adult.
- Each visitor is responsible for his/her own personal health, medical, dental and accident insurance coverage. Please recognize and accept the risks inherent in the activity.
- Unauthorized games such as ball hockey, roller blading, skate-boarding, playing catch, tag, mini-sticks, roller shoes/heelys, etc. are not allowed. Sticks, pucks, balls, etc. are NOT permitted anywhere other than the arena playing surfaces. Visitors found engaged in any of the above activities may be asked to leave the premises.
- Alcohol is not permitted outside of the designated licensed areas.
- No one is allowed on deck until there is a lifeguard on duty.
- No one is allowed on ice until the resurface has finished and gates are closed.
- Please obey instructions from facility staff. Failure to comply with these rules may result in the loss of the privileges at this facility.

### Track Rules:

- Track rules and directions from facility staff must be adhered to at all times. Failure to comply may result in the loss of privileges at this facility.
- Parents and/or coaches are reminded that they are responsible for the supervision of their children/players while in the facility. All children must be in the care of an adult at all times.
- Proper footwear must be worn while using the track. Acceptable footwear: indoor running shoes only. Boots, high heels, cleats, wet or dirty running shoes, flip flops, bare feet, socks or any other footwear is not permitted.
- Please be aware of patrons crossing the track in designated areas.
- Warm up/cool down/stretching must take place in designated areas only.
- Persons pushing a stroller may not push more than two (2) single strollers side by side. (Please remember to wipe the wheels on the stroller if they are wet)
- Do not walk or jog more than two (2) side by side.
- Always pass on the outside lane.
- Do not stand within the lane markings on track.
- Glass, food, gum or drinks (exception water in a plastic container) are not permitted on the track.
- No spitting or spouting water.

- No pets are permitted (service animals are exempt).
- No games such as ball hockey, rollerblading, skateboarding, playing catch, tag, mini-sticks, roller shoes/heelies, etc are permitted on the track.
- Please refrain from wearing any perfumes/colognes and other highly scented products.
- This track is intended for non-instructional use only. Please contact customer service to schedule instructional times

#### **Direction of Track:**

- **Monday, Wednesday, Friday and Sunday - Clockwise**
- **Tuesday, Thursday and Saturday - Counter Clockwise.**

**LAP DISTANCES: 7 laps = 1KM and 12 laps = 1 MILE**

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### **Facilities Descriptions**

#### **Lap Pool:**

It is a 25M long pool with a shallow and a deep end. The lap pool is kept at approximately 82F/ 27.8C. The lap pool has a 1M diving board that can be used during your rental, providing your swimmers can pass the deep-end swim test. The lap pool has a wheelchair ramp and stairs to make it more accessible for your guest. Equipment you get with this rental for your guest to use- lifejacket/PFD, balls, flutter boards, mats and rings (All toys must stay in the shallow end).

#### **Leisure Pool:**

It is a warm water irregular shaped pool. The leisure pool is kept at approximately 92F/33.3C. The leisure pool has 2 slides. The tropical (large blue) slide is open during your rental and can be used by your party guests over the age of 6. The Tot (little blue slide) for your party guest under the age of 6. The tot slide can be used if your party is less than 25 participants. Over 25 participants in the pool and on the deck but no more than 50- you can have the slide open, but you may rent an extra lifeguard. The leisure pool is a zero-depth facility with a nice large ramp/ beach entry for your party guests of all ages. Water features include lemon drops (sprays two streams on the water), bubblers (bubbles from the bottom) and a jet area for your guests to sit and relax. There is no deep end so there is no head first entries (No diving or rolling). The equipment you get with this pool: lifejacket/PFD, balls, flutter boards, mats, rings and a bucket of preschool toys.

### **Activities Room**

Small Rectangle meeting room located on the lower level of the rec complex. Capacity is 15 people. Perfect for a party of small number.



### **Community Centre**

A large hall located on the upper level of the rec complex. The capacity is 190 people. The hall does have a kitchen with a fridge and a sink. This is perfect for warming up your food (no cooking). The room can be split into 2 smaller halls with a capacity of 90. Meeting room A comes with the kitchen and meeting room B does not have kitchen access.



### **Program Room**

A larger Rectangle meeting room located on the lower level of the rec complex. Capacity is 50 people. This is our most popular room for birthday parties. The room has a fridge, microwave and a slop sink.



### **Wayne Roth Meeting Room**

A large irregular shaped room located on the upper level of the rec complex. Capacity is 50 people. There is a slop sink in this room. No fridge or microwave.



### **Wilmot Meeting Room**

The small boardroom is located on the lower level of the rec complex. Capacity is 15 people. This room has a boardroom table that is not moveable. Perfect for a small number party to enjoy your cake.



Section P – USER GROUP HANDOUTS



## **IN CASE OF FIRE**

In conjunction with Township and Provincial Guidelines the following are instructions to user groups, patrons/occupants on Fire Procedures.

## Instructions to User Groups & Patrons re: Fire Procedures

This section of the fire safety plan has been prepared with the intent of educating user groups and patrons in general fire safety practices as well as actions to be taken in the event of an emergency.

The Wilmot Recreation Complex has taken many precautions to ensure your Fire Safety. This includes the preparation of a very detailed fire safety plan of which you are a critical component. This Fire Safety Plan itself has been reviewed and approved by the Fire Department. It is a very detailed account of the buildings' fire protection systems, how they operate and how they must be maintained as well an account of all of the obligations of the owners, property management, and the patrons with respect to the Ontario Fire Code. A copy of the fire safety plan is maintained in the Administration office and the Facilities Operations Office in this building.

### **1. Be Informed**

Take a few moments to **plan for the unexpected**, should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please, read it thoroughly, your very life could depend on it.

### **2. Emergency Planning**

- **Examine the possible escape routes available to you.** Walk down the hallway and find all the fire exits in the building. Always know at least two exits. **Before opening the door, feel the knob for heat with the back of your hand.** If not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly. Try another route.

If fire strikes, few people lose their lives from the heat and flames. Most people who die in fires do so as a result of smoke, poisonous gases or confusion. Confusion in an emergency is usually a result of not having a plan to follow and knowing where and how to get out. Ensure that all members of your group know the locations of the exits.

### 3. IF YOU DISCOVER A FIRE

Upon discovering a fire, the following steps are to be taken:

REMEMBER THE RACE CODE WORD.

Rescue / remove any person in immediate danger from the fire IF it does not endanger your own life.

Activate by leaving the area while shouting FIRE, FIRE, FIRE. **Call 911.**

Confine the fire by closing all doors and windows. NEVER open a door if it is hot to the touch. Turn off fans and equipment.

Evacuate the fire zone immediately, after that is done, you can try to extinguish the fire if it is small in size, and you are confident you can. (See **NOTE** below)

### REMAIN CALM

### EXECUTE YOUR PLAN

If you encounter smoke use an alternative exit. DO NOT return until it is declared safe to do so by the onsite Fire Department Official or Building Staff, and only when the alarm has been silenced.

#### **4. Evacuation Meeting Place**

Once you have evacuated everyone out of the building, please meet at the flagpole and alternatively the sports fields if you need to get further from the building. This will allow emergency vehicles easier access. If this is a regular group meeting, VERIFY that everyone is present. Please do a head count and account that everyone is present.

#### **Fire Extinguishing, Control and Confinement**

Only after ensuring that the alarm has been activated and the fire department notified, should **an experienced** person (familiar with extinguisher operations) attempt to extinguish a small fire. This must be a **voluntary act**. If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door.

#### **NOTE RE: FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

**REMEMBER, YOU ARE NOT A FIREFIGHTER.  
LEAVE IT TO THE PROFESSIONALS.**



## Fire Hazards

In order to avoid fire hazards in the building, occupants are advised to comply with the following items:

- This building is a **non-smoking building**. Under local and provincial bylaw smoking is not permitted within 9 meters (27 feet) of the building. Please, avoid careless smoking. Use ashtrays. Do not put cigarettes or ashes directly into garbage cans or other waste containers. Do not smoke near flammable materials. Do not smoke in hazardous locations such as storage areas.
- **Removal of any obstructions** that may prevent someone to either flee from a fire or allow fire response to get to a fire is a critical part of any fire plan.
  - Avoid careless storage practices.
  - Ensure that items such as boxes do not obstruct doorways.
  - Please do not prop or wedge doors open.
  - Ensure all corridors, passageways and fire routes are unobstructed.
- **Electrical** wiring and equipment should be well **maintained and safe**.
  - Ensure that extension cords are properly used and are not spliced, under rugs, damaged, and not overused (octopus wiring).
  - All electrical equipment should be CSA approved, should not be too close to combustibles, and in good repair.
- **Combustible materials** should not be permitted to accumulate in this location.
  - Combustible materials should not be used to absorb flammable liquid spills.
  - Greasy or oily rags or materials subject to spontaneous heating should be deposited in a proper safety container or removed from the premises.
  - Flammable liquids should not be used for cleaning purposes.

**Q. Can I go into the party room to decorate?**

*A. Yes, however it must be done during your rental time and you may only use masking tape or painters tape to fasten your decorations to the wall or tables.*

**Q. Can I access the room early to put my food/cake in the fridge?**

*A. There is no early access to the room. You can bring a cooler or in the winter leave your food in the car. If the room is available, you may rent it longer for an additional fee.*

**Q. Can I have birthday candles for my cake?**

*A. There is no open flames in any of the rooms or common areas at any of the Township facilities. This includes birthday candles.*

**Q. Can I have the tot slide (the little blue slide) for my party guests under the age of 6?**

*A. Should your party have less than 25 people in the pool and on the deck, you may ask the lifeguard staff, and they will open the pool at any time during your rental. Should more than 25 people but no more than 50 people and wish to have the slide open you need to rent an extra lifeguard for an additional fee. Should you go over 50 people and want the slide you will need 2 extra lifeguards.*

**Q. How much notice do I need to give to rent an extra lifeguard?**

*A. Staff are scheduled specifically for your rental; to be fair to staff and to change their schedule we need 7 business (Mon-Fri) days' notice.*

**Q. Can I use the big blue slide during my rental?**

*A. Rentals with Leisure pool come with the slide as long as it is in good working order. All participants **MUST** be 6 years of age to use the slide. Any misuse of the slide can cause the slide to be shut down and no longer available during your rental.*