

City Of Marshfield Policies and Procedures

Chapter 6: Parks and Recreation

SUBJECT: Pools Policies and Procedures – Hefko/Senior High

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks and Recreation

APPROVED BY: Common Council

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. Hefko and Senior High Pools

- A.** Hefko Pool will be made available for public use through department-sponsored programs and activities only.
- B.** Senior High Pool will be made available for various functions with the following priorities established:
 - 1. School District use for classes and activities
 - 2. Marshfield Parks & Recreation Department-sponsored classes and activities
 - 3. Marshfield Area YMCA
 - 4. Private Rentals
- C.** Private rentals will be honored under the following circumstances:
 - 1. Reservation requests are received two weeks in advance
 - 2. A two-hour minimum is required unless scheduled prior to, or immediately after, a department-sponsored/staffed activity.

3. The reservation fee must be paid prior to the event.
 4. Private rentals must use department staff and pay fees as follows:
 - a. One head guard (always present)
 - b. One or two lifeguards depending on size of the party (two lifeguards are required for parties of 50 or more)
 - c. One locker room attendant for each locker room (unless waived by staff)
 - d. Pool rental hourly rates and custodial rates as established by the department and school district.
 - e. A minor departmental administrative fee
 5. Request for private rentals must be submitted to the department's Parks & Recreation Supervisor.
- D. The Parks and Recreation Department will pay recovery costs to North Wood County American Red Cross as established. It is understood that these fees cover the costs, instructional materials, and equipment.
- E. Fees and charges for all pool-related activities will be established by the Parks and Recreation Department.
- F. Rules and regulation will be established by the Parks and Recreation Department and must be honored by all groups.

II. Schools

- A. The Parks and Recreation Department and School District have established an informal arrangement to provide for the needs of both governmental units and best serve their constituents. It is generally understood that facilities and equipment will be shared through the cooperation of staff people involved.
1. The Parks and Recreation Department will not sublet any school facilities to groups or individuals not associated with the department.