



TOWNSHIP OF WILMOT

2024/ 2025 Information Package

Swimming Events/Parties

Parks, Facilities and Recreation
Mailing address: 60 Snyder's Rd W Baden ON N3A 1A1
Phone: 519-634-9225

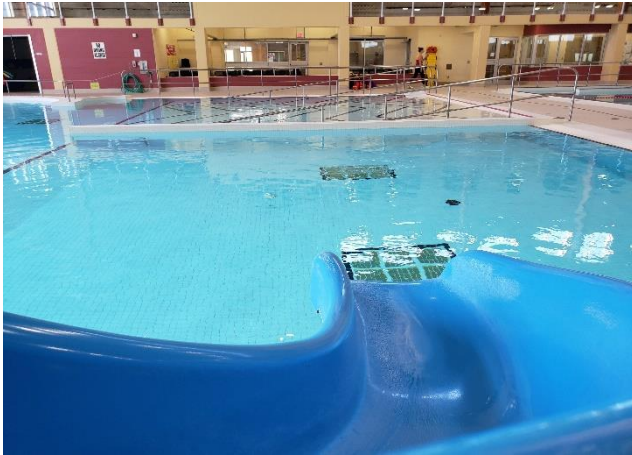


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Welcome

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 different rooms. We can customize your rental based on availability to ensure that you are getting the most out of your special day.

2024/2025 User Fees

Rates are per hour
HST and Insurance not included

Aquatic Centre – Pool Rental Rates	
Lap Pool with up to 50 people	190.84
Leisure Pool with up to 50 people	115.79
Lap Pool/ Leisure Pool combined with up to 50 people	275.78
Extra lifeguard required more than 50 people or tot slide (little blue slide)	33.00
Wilmot Recreation – Room Rates	
Program Room/ Wayne Roth Meeting Room – Capacity 50 People	31.19
Activities room/ Wilmot Meeting Room – Capacity 15 People	15.15

PAYMENT OPTIONS

- Credit card payments (by phone) can be made with Customer service Rep 519-634-9225
- Online [https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet Login](https://ca.apm.activecommunities.com/wilmotrecweb/ActiveNet>Login)
- Cash, Debit Card or Credit Card payments in person only at Wilmot Recreation Complex Recreation Complex, Monday-Friday 8:30am-9:00pm, Saturday 8:30am-5:00pm, Sunday 1:00pm-5:00pm



Terms and Conditions – Swimming pool

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

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.
 - o Swim 20m on the front with the ability to put their face in the water at least once,
 - o Tread water for 15 seconds and
 - o 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(s) and all changes must be provided by the renter with a minimum of seven (7) business days in advance of the rental date in writing to the Aquatic Manager or Aquatic Supervisor. In the event written notification is not received by the Township seven (7) business days prior to the rental date(s), the Licensee will be charged half the cost of the booking. Should the renter provide less than forty-eight (48) hours' notice the renter 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 \$35 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. This will be in the event of but not limited to a pool fouling, aquatic emergency, pool chemistry, mechanical failure or unforeseen circumstances. All reasonable efforts will be made to advise affected renter as early as possible. The rental fee would be reimbursed in the event we are unable to reschedule. The Township will not be liable for any costs/damages as a result of cancelled rental time.

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

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

WILL ALCOHOL BE SERVED AT YOUR EVENT(S)? _____ YES _____ NO

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

Cancellation of rental must be provided by the renter with a minimum of seven (7) days' notice of the rental date in writing to the Facility Scheduler. In the event that written notification is not received by the Township seven (7) 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 for cancellations within the parameters of terms and conditions of this contract will be subject to an Administration Fee, equaling the lower of \$35 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. This will be in the event of tournaments, special events, or playoff games, or in the case of emergency 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).

INSURANCE & INDEMNITY

Insurance is required for all rentals. All permit holders must hold proof of \$2 Million Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

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.

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.

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

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

The consumption of alcoholic beverages/drugs or having open containers of alcohol in non-licensed areas are NOT permitted in any Township of Wilmot facility without previous arrangements and the proper documentation obtained.

Smoking/Vaping is NOT permitted in any Township of Wilmot facility as per the Smoke-Free Ontario Act (SFOA) 2017.

The renter must return the facility to conditions of cleanliness in which it was found. The renter is required to put all tables & chairs away, in clean condition. Any food, drink, and decorations must be removed at the end of event. Failure to leave the facility in the same condition will result in additional clean-up or damage fees levied upon the renter.

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.

Single-use plastic drinking straws are banned from municipal facilities in the Township of Wilmot.

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

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 – Community Centre

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

WILL ALCOHOL BE SERVED AT YOUR EVENT(S)? _____ YES _____ NO

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

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. 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 \$35 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. This will be in the event of tournaments, special events, or playoff games, or in the case of emergency 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).

INSURANCE & INDEMNITY

Insurance is required for all rentals. All permit holders must hold proof of \$2 Million Liability Insurance with the "Township of Wilmot" <60 Snyder's Road West Baden, ON N3A 1A1> named as additional insured, including cross-liability and severability of interest provisions. The renter shall ensure that adequate coverage remains in effect for the duration of the rental(s) for any potential liability claim arising from this permit.

The permit holder shall indemnify and save harmless the Corporation of the Township Wilmot, its Mayor, Councilors, officers, directors, employees, agents, representatives, successors and assigns from and against any and all claims, causes of action, demands, losses, costs, charges, fees, expenses, duties, dues, accounts, covenants, or other proceedings of every kind or nature whatsoever at law or in equity brought against, suffered by or imposed on the Township of Wilmot arising out of this rental contract in respect of any loss, damage, or injury to any person or property (including injury resulting in death) save and except those arising as a sole result of the Township's negligence at any time during the scheduled permit use.

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.

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.

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

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

The consumption of alcoholic beverages/drugs or having open containers of alcohol in non-licensed areas are NOT permitted in any Township of Wilmot facility without previous arrangements and the proper documentation obtained.



Insurance

*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



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.

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



The infographic for the Township of Wilmot Swim Admission Policy is organized into three color-coded sections: Red Band, Yellow Band, and Blue Band. Each section includes a title, specific rules, and an icon representing the supervision requirements. The Red Band section (top) is for children 6 and under, requiring an adult within arm's reach and a 2:1 ratio. The Yellow Band section (middle) is for children 7-10 who pass a swim test, requiring a parent to stay in the facility and no wristband. The Blue Band section (bottom) is for children 7-10 who do not pass the swim test, requiring direct supervision and a 1:3 ratio without PFDs, or a 1:4 ratio with PFDs. The 13+ icon is shared between the Yellow and Blue bands.

**Township of Wilmot
Swim Admission Policy**

RED BAND
Children 6 and under
All children MUST be within arms reach of and adult.
May 2 children per adult/guardian (13+) 2:1 ratio

YELLOW BAND
Children 7-10 years of age may take the swim test.
Parent must stay in the facility.
Should they take the swim test and pass - no wristband
Unsuccessful blue wristband.

BLUE BAND
Children 7-10 must stay within arms reach of an adult/guardian (13+)
Children must be directly Supervised
Ratio 1 adult to 3 children without PFD/lifejackets (1:3)
Ratio 1 adult to 4 children with a MTO approved PFD/lifejacket (You may need to provide your own lifejacket).

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.



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 is no open flames permitted this includes birthday candles in accordance to the Ontario Fire Code.
- The use of Balls are not permitted inside the meeting rooms.
- Decorations are permitted. They must be set-up with in 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

When in the facility please remember you are not the only users of the facility. For everyone's enjoyment please ensure 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 direction 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, skate-boarding, playing catch, tag, mini-sticks, roller shoes/heelys, 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 time

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

Facilities Descriptions

Lap Pool:

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 wheel chair ramp and stairs to making 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:

Is 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 guest of all ages. Water features include lemon drops (sprays two streams on the water), bubblers (bubbles from the bottom) and a jetted area for your guest 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. 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

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

Large room irregular shape 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

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



Section P – USER GROUP HANDOUTS



TOWNSHIP OF WILMOT

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 as 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 alternate 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 alternately 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.



Frequently Asked Questions

Q. Can I get into decorate the party room?

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 guest 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 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 rental 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 changing 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.*