



KINGSPORT AQUATIC CENTER

**APPLICATION FOR
Facility Rental of the Competition Pool**

**SWIM AND DIVING TEAM
PRACTICE**

**CITY OF KINGSPORT APPLICATION
FOR
AGE GROUP COMPETITIVE SWIM AND DIVING TEAM PRACTICE**
for August 1st through December 31st

KINGSPORT AQUATIC CENTER

About Us

The City of Kingsport is requesting formal applications from interested age group/collegiate competitive swimming and diving organizations seeking the indoor pool rental of the Kingsport Aquatic Center to hold competitive swim/dive practices.

The facility is located at 1820 Meadowview Parkway, Kingsport, TN 37660. The Holston Medical Group (HMG) Competition pool is designed with two movable bulkheads to allow for short course and long course competitions.

The pool is equipped with lane markers and starting blocks for 50-meter and 25-yard competitions. HMG Competition pool can be configured in sixteen 25-yard swim lanes allowing for a warm-up and warm-down area during the practice.

Available Months:

1. The 50-meter pool will be available for practice for swimming and diving teams during all months. There will be specific blackout dates in which the facility will be closed due to special events or holidays. Please see list below for blackout dates.

2. The outdoor lap pool and warm water pool will be off limits for

Full facility rental **is not** available. Competition pool, deck space surrounding competition pool, locker rooms, and restrooms will be available.

3. Party rooms are available upon request.

Applications are to be submitted to:

City of Kingsport, Aquatic Center Department
Attn: Madison Gump
1820 Meadowview Parkway
Kingsport, TN 37660

Application Deadlines: *

Practice Periods

August 1st, 2023, through December 31st, 2023

January 1st, 2024, through April 18th, 2024,

April 18th, 2024, through July, 31st, 2024

Due Date

July 25th, 2023

December 22nd, 2023

March 23rd, 2024

***Applications will only be reviewed and considered during the above-stated time frames.**

(I.E. An application for a July 2023 practice application submitted in March will not be reviewed until August 1st.)

Aquatic Center Expectations

a. The City of Kingsport and the Kingsport Aquatic Center expect that the organization(s) provide competitive swim and/or diving practices in a manner that reflects sportsmanship, follows facility rules and guidelines, and demonstrates respect for coaches, athletes, officials, spectators, and facility staff. Practices should not interfere with the City's programs or the intended use of the facility.

Application and Insurance

- a. A completed application for either short course or long course practices, and certificate of insurance must be turned in by the assigned deadline.
 - i. The application must be filled in completely. Please fill in all sections.
 - ii. The Kingsport Aquatic Center has the right to reject any applications, to reject portions of the application, and to rent facility space in a manner consistent with the interest of the City of Kingsport, Tennessee Department of Health, and the laws of the State of Tennessee.

- c. Submittal of the organization's current liability insurance certificate for no less than \$1,000,000.00 through the United States Swimming Association, United States Diving, or other reputable organizations must be submitted. If the organization does not currently have insurance, a policy must be obtained and submitted to the City of Kingsport.
 - i. The City will be named as the certificate holder.

Wording should be as follows:
The City of Kingsport, Tennessee, its governing bodies, elected officials, officers, volunteers, agents, and employees as additional insureds for the full limits of all policies listed herein or otherwise applicable on a primary and noncontributory basis.”
The Certificate of Insurance and all other required documents should be mailed to:
City of Kingsport
415 Broad St, 3rd Floor (Risk)
Kingsport, TN 37660

- d. A Certificate of Insurance is required by the City and coverages approved by the City before the use of the facility will be granted.

- e. A submission of coach(es) credentials will be required. Credentials should be current and associated with the organization under which the practice is governed.
 - i. I.E. High School, USA swimming, Summer League

Fees and Billing

- a. Bills will be calculated on the first of the month for rentals occurring in the preceding month. The City of Kingsport will send bills on the 15th of the month with Payment due by the 30th of said month.
- b. A minimum of 30 days' notice must be provided to reschedule an Aquatic Center rental. Cancellation or rescheduling requests within 30 days (weekends included) or **fewer** of the rental date will be charged full price for the slot unless a new renter can be found. Exceptions may be considered for unexpected mechanical pool closures and weather-related events.
- c. Delinquent invoices may result in future practices being removed from the calendar.
- d. **Fees may be subject to change beginning July 1, 2022.**

	Fees
Short Course Lane	\$12 per hour/per lane
Long Course Lane	\$24 per hour/ per lane
1 Meter & 3 Meter Diving Board (August- Mid-April)	\$36 per hour
1 Meter & 3 Meter Diving Board (Mid-April- end July)	\$72 per hour

Example:

Fall – Winter <i>August 1st – December 31st</i>	Lanes	Fee x Lanes x Hours x Days x Weeks	Sub Totals
Monday – Thursday		Maximum swimmers per lane =8	
6:00am – 7:30am	4	\$12 x 4 x 1.5 x 4 x 36	\$10,368.00
3:30pm – 4:30pm	5	\$12 x 5 x 1.0 x 4 x 36	\$8,640.00
4:30pm – 6:30pm	6	\$12 x 6 x 2.0 x 4 x 36	\$20,736.00
6:30pm – 9:00pm	5	\$12 x 5 x 2.5 x 4 x 36	\$21,600.00
Fridays			
6:00am – 7:30am	8	\$12 x 8 x 1.5 x 1 x 36	\$5,184.00
3:30pm – 4:30pm	4	\$12 x 4 x 1 x 1 x 36	\$1,728.00
4:30pm – 6:30pm	8	\$12 x 8 x 2 x 1 x 36	\$6,912.00
Saturdays			
8:00am – 10:00am	6	\$12 x 6 x 2 x 1 x 28 (Practice and Holiday dates excluded)	\$4,032.00
Total			\$49,800.00

Conditions of Subsequent Agreements

The following conditions, among others, will be required as a part of the agreement and/or facility use contract and subsequently negotiated with the selected organization(s):

- a. Organization(s) understands that any agreements reached with the City will be subject to all existing and future policies procedures and regulations set forth by the City of Kingsport Leisure Services.
- b. Organization(s) will be required to insure all of its participants and procure and maintain insurance against claims for injuries and damages to property, which may arise from or in connection with use of the facility.
- c. Organization(s) will be required to comply with all Federal, State and local laws, ordinances, resolutions and policies.
- d. Operating policies shall be subject to review and approval by the City of Kingsport.
- e. The property shall be used and maintained for public youth recreation purposes subject to the condition set forth in the contractual agreement with the City of Kingsport.
- f. Like existing volunteer association/organization relationships, the financial responsibility of funding the total operation of the recreation program will be assumed by the selected organization(s). The cost of facility maintenance and public utilities charged to the aquatic center will be paid by the City of Kingsport.

Blackout Dates:

The following dates below the HMG competition pool will be closed for KAC Events. There may be other dates, which are not listed below but will be communicated to coaches as soon as possible.

Thursday, September 7th – KAC Event (deep end closed)

Friday and Saturday, September 16th & 17th - KAC Event

Friday and Saturday, September 24th & 25th - KAC Event

Tuesday, September 27th- Senior Olympics

Thursday, September 28th-Senior Olympics

Saturday, October 1st & 2nd -KAC Event

Friday and Saturday, October 15th & 16th – KAC Event

Saturday, October 22nd-KAC Event

Saturday, November 19th – KAC Event

Thursday, November 24th & 25th-Facility Closed

Saturday, December 3rd – KAC Event

Saturday, December 10th- KAC Event

Saturday, December 24th & 25th – Facility Closed

Saturday, December 30th-January 1st- Holiday

Wednesday, February 1st-4th- Collegiate Practices

Wednesday, February 8th-11th – Collegiate Practices

Wednesday, February 15th-18th – Collegiate Practices

Saturday, March 18th – KAC Event

Saturday, March 11th – KAC Event

Appendix A

Fall – Winter 1 st – December 31st	August	Lanes	Fee x Lanes x Hours x Days x Weeks	Sub Totals
Monday – Thursday			Maximum swimmers per lane =8	
Total				

Inclement Weather Policy

In the event of inclement weather, KAC staff and or the City Manager for the City of Kingsport may determine it necessary to alter the hours of operation for KAC to include the closure of the facility. Factors to be considered in making this decision will be based upon road condition, the status of other City of Kingsport facilities, and/or the status of Kingsport City Schools. Practice hosts should remain in contact with KAC staff regarding the status of the facility. Participants should be directed to contact practice hosts for information. The City of Kingsport reserves absolute discretion to determine whether to alter the operational hours or even close the KAC facility.

In the event of a severe thunderstorm and lightning that is directly overhead, the facility supervisor reserves the right to clear the gallery/bleacher area and pool deck if safety becomes a concern. If the storm requires removal from the pool and the practice is delayed, we will follow the 30/30 rule* for the practice to restart.

*As stated by the American Red Cross Advisory Council

Take cover when the time between a lightning flash and thunder is 30 seconds or less and remain undercover until 30 minutes after the last lightning is seen or thunder heard; avoiding plumbing and electrical circuits.

Power Outages

In the event of a power outage, the practice will be delayed until the pumps on the pool can be restored to proper working order, the lights come back on, and the facility supervisor determines it is safe for all participants and staff to resume the practice.

If the facility power does not return in an appropriate amount of time and the practice cannot continue, the Manager on Duty/Administration Staff will work with the Practice Host and determine a plan of action for the completion of the practice.

Code of Conduct

1. I will adhere to and require my team to adhere to the pool rules and policies.
2. I will cooperate with the Manager on Duty/Administration Staff.
3. I will provide a safe environment for my swimmers and divers.
4. I will maintain any other necessary certifications required for coaching and running practices*.
**Proof of certification will be required with the application.*
5. I will not permit the use of inappropriate language or behavior by parents, swimmers, divers, or coaches.
6. I will lead by example in demonstrating fair play and sportsmanship to all participants.
7. I will provide an environment for my team that is free of drugs, tobacco (vaping), and alcohol, and I will refrain from their use at all swimming and diving events.
8. I will **encourage good sportsmanship** by demonstrating positive support for all swimmers, divers' coaches, and officials at every sports event.
9. I will **require my swimmers and divers** to treat site staff, other swimmers, and divers' coaches, with respect, regardless of race, sex, creed, or ability. They will also show respect for the facility and its equipment.

Printed Name of Coach or Team Representative

Signature of Coach or Team Representative

Date

General Facility Rules and Guidelines

1. Follow the directions of all Kingsport Aquatic Center staff at all times.
2. Swim practice participants are required to stay in their designated area during the duration of the facility rental.
3. Proper swim attire must be worn in the pool at all times. No cut-offs or gym shorts.
4. Personal belongings are not to be hung off stadium gallery/bleacher railings or hung off inappropriate places including facility signs, showerheads, the guard stands, or emergency equipment. This includes not hanging towels, swimsuits, or banners on the railing in the stadium seating.
5. Items are not to be thrown or dropped from the stadium gallery/bleachers.
6. Running is prohibited throughout the entire facility.
7. Glass containers, coolers, and any type of outside food or drinks are not permitted in the facility.
8. All land exercise or stretching equipment should be used appropriately and in a respectful manner while in the facility.
 - a. Medicine balls are to not be thrown at facility walls or floor.
 - b. Stretch bands are not to be tied to facility equipment including guard stands, pool rails, ladders, or signs.
9. Please shower before entering the pool.
10. Shoulder riding, excessive splashing, spitting, and rough play are strictly forbidden in the pool area, showers, dressing rooms, and on the pool deck.
11. Gum and tobacco products including cigarettes, e-cigarettes, and vapes are prohibited on Kingsport Aquatic Center property.
12. Please utilize the locker rooms to change. Changing on the deck, in the hallways, in the party rooms is not permitted.
13. Do not enter the pool if you are feeling ill, have a communicable disease, an open cut, or diarrhea.
14. Please dispose of all trash in one of the facility trashcans.
15. Management reserves the right to refuse admittance to or suspend privileges of any persons failing to comply with any of these regulations.

Bathrooms

1. Locker rooms and deck bathrooms will be available for swimmers to shower and change in. Please do not sit or stand on sinks or counters. No changing in the bathroom stalls, please leave those open for individuals that need them.
2. No cameras or videos are allowed in Kingsport Aquatic Center bathrooms.
3. No food, drinks, gum, or glass is allowed in bathrooms.
4. Running, horseplay, profane language, and inappropriate behavior are prohibited.

Parking Lot

1. All charter buses and vans are to be parked at the overflow lot at the lower lot of the Marriott.
2. Any compact cars may be parked in the parking area in front of the Kingsport Aquatic Center waterpark or parked at the overflow lot at the lower level of the Marriott.
3. Any buses, vans, or cars parked in undesignated parking areas will be asked to move. If they are not moved promptly, the police may be called to ticket the vehicle, van, or bus.

Please read and sign below:

I, the undersigned, on behalf of the Renter, hereby apply to reserve a designated area in the Kingsport Aquatic Center facility for the purpose as specified on this rental agreement. Renter agrees to abide by (and cause its event participants, spectators, and vendors to abide by) all of the applicable rules, regulations, and policies of the Aquatic Center, and Kingsport Aquatic Center as its Manager, and any rules or regulations posted at the facility and/or provided to Renter (or the Contact Person listed above). In addition, Renter hereby takes full responsibility for all persons who will be associated with the scheduled event and said reservation. Renter waives and releases the City of Kingsport and their employees and agents from all claims, liabilities, and damages for personal injury or property damage to any event participant, vendor, or spectator for Renter's event, arising out of or relating whatsoever in any manner as a result of the scheduled event. In addition, Renter understands and agrees that Renter will be held financially responsible for any costs associated with the loss or damage of Kingsport Aquatic Center property.

Printed Name of Coach or Team Representative

Signature of Coach or Team Representative

Date