



# KINGSPORT AQUATIC CENTER

**APPLICATION FOR  
Facility Rental of the Competition Pool  
Activity/Program Lane Rental**

CITY OF KINGSPORT APPLICATION  
FOR  
ACTIVITY/PROGRAM LANE RENTAL  
KINGSPORT AQUATIC CENTER

**About Us**

The City of Kingsport is requesting formal applications from interested organizational activities and programs seeking the indoor pool rental of the Kingsport Aquatic Center.

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 25 yards and 50 meters.

**Available Months:**

1. The 50-meter pool will be available for practice for organizational activities and programs during all summer 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 holidays and event dates:

2. The outdoor lap pool and warm water pool will be off limits for activities and program for outside entities.

**Applications are to be submitted to:**

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

**Application Deadlines: \***

<i>Practice Periods</i>	<i>Due Date</i>	<i>Application Posted</i>
January 1 <sup>st</sup> , 2024 through April 30 <sup>th</sup> , 2024	December 22 <sup>nd</sup> , 2023	December 1 <sup>st</sup> , 2023
April 30 <sup>th</sup> , 2024 through July 31 <sup>st</sup> , 2024	March, 23 <sup>rd</sup> , 2024	March 1 <sup>st</sup> , 2024
August 1 <sup>st</sup> , 2023 through December 31 <sup>st</sup> , 2023	July 25 <sup>th</sup> , 2023	July 1 <sup>st</sup> , 2023

**\*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 organizational activities and program in a manner that reflects sportsmanship, follows facility rules and guidelines, and demonstrates respect for coaches/instructors, participates/athletes, and facility staff. Meets should not interfere with the City's programs or the intended use of the facility.
- b. The maximum number of lanes that are available for rent is 37.5% to all combined programs and teams of the HMG Competition pool (3 lanes LC or 6 lanes SC) at any given time.

## **Application and Insurance**

- a. A completed application for lane rental request, 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.

- b. Organization must provide us with their current 501c3 and must be current for the duration of rental period.

- 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

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

- d. 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. SDI, PADI, TWRA (Tennessee Wildlife Resource Agency)

## 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. Delinquent invoices may result in future rentals being removed from the calendar.
- c. Subletting rental space is prohibited at Kingsport Aquatic Center. (Reference *Cancellations* section for more information on cancelling rental space)
- d. **Fees may be subject to change beginning July 1, 2024.**

	<b>Fees</b>
Short Course Lane (Mid August – May)	\$12 per hour/per lane
Long Course Lane (May – Mid August)	\$24 per hour/ per lane
Individual Rate per Participate/Instructor/Coach	\$2.00 per person

## Cancellations

- a. A minimum of 14 days' notice must be provided to reschedule an Aquatic Center rental. Exceptions may be considered for unexpected mechanical pool closures and weather-related events.

Example:

<b>Fall – Winter</b> <i>August 1<sup>st</sup> – December 31<sup>st</sup></i>	<b>Lanes</b>	<b>Participants</b>	<b>Total</b> <b>Lane x hours x \$12 x weeks =</b> <b>Participants x 2.00=</b>
<b>Monday – Thursday</b>			
4:00pm-7:00pm	2	8	2 x 3 x 12 x 6 = \$432 8 x 2 = \$16 <b>Total = \$448</b>
<b>Fridays</b>			
6:00am – 7:30am	1	10	1 x 1.5 x 12 x 6 = \$108 10 x 2 = \$20 <b>Total: \$128</b>
3:30pm – 4:30pm	4	9	4 x 1 x 12 x 8 = \$384 9 x 2 = \$18 <b>Total: \$402</b>
4:30pm – 6:30pm	2	3	2 x 2 x 12 x 6 = \$288 3 x 2 = \$6 <b>Total: \$294</b>
<b>Saturdays</b>			
8:00am – 10:00am	3	10	3 x 2 x 12 x 11 = \$792 10 x 2 = \$20 <b>Total: \$812</b>
			<b>Total Overall: \$2,084</b>

### **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.

### **Holiday and Event Hours of Operation**

The following are the operational hours of Kingsport Aquatic Center for the following fall holidays and events. The HMG Competition Pool may be available on a case-by-case bases during some events.

Monday, September 4<sup>th</sup>: 11am-5pm (Holiday)

Thursday, September 7<sup>th</sup>: KAC Event (deep end closed only @ 4:30pm)

Saturday, September 16<sup>th</sup>: KAC Event

Saturday, Sept. 23<sup>rd</sup> & Sunday, Sept. 24<sup>th</sup>: RPS Short Course Kickoff Swim Meet

Tuesday, Sept. 26<sup>th</sup> & Sunday, Sept. 28<sup>th</sup>: Senior Olympics 2023

Saturday, Sept. 30<sup>th</sup> & Sunday, Oct. 1<sup>st</sup>: King Invitational 2023

Saturday, Oct. 21<sup>st</sup> & Sunday, Oct. 22<sup>nd</sup>: BSC Pumpkin Patch Meet 2023

Thursday, November 2<sup>nd</sup>: DB Middle School Dual Meet

Tuesday, November 7<sup>th</sup>: DB Dual Meet

Saturday, November 11<sup>th</sup>: Pentathlon & Middle School Championship Meet

Saturday, Nov. 18<sup>th</sup> & Sunday, Nov. 19<sup>th</sup>: BSC Cranberry Classic 2023

Wednesday, November 22<sup>nd</sup>: 6am-5pm (Holiday)

Thursday, November 23<sup>rd</sup>: Facility Closed (Holiday)

Friday, November 24<sup>th</sup>: 11am-5pm (Holiday)

Saturday, December 2<sup>nd</sup>: East TN Classic

Saturday, December 23<sup>rd</sup>: 8am-4pm (Holiday)

Sunday, December 24<sup>th</sup>: Facility Closed (Holiday)

Monday, December 25<sup>th</sup>: Facility Closed (Holiday)

Tuesday, December 26<sup>th</sup>: Facility Closed (Holiday)

Sunday, December 31<sup>st</sup>: Facility Closed (Holiday)

Monday, January 1<sup>st</sup>: Facility Closed (Holiday)







## **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. KAC management will contact organizational site leader if operational hours are adjusted due to inclement weather. 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 manager on duty 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 meet is delayed, we will follow the 30/30 rule\* for the meet 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, activities and programs will be delayed until the pumps on the pool can be restored to proper working order, the lights come back on, and the manager on duty determines it is safe for all participants and staff to resume their activity.

If the facility power does not return in an appropriate amount of time and the meet cannot continue, the Manager on Duty/Administration Staff will work with the organizational site leader and determine a plan of action for competition of their lane rental time if possible. If not possible organization will only be charged for the duration of lane rental time they had for that specific day.

## Code of Conduct

1. I will adhere to and require my organization 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 participants in my program or activity.
4. I will maintain any other necessary certifications required for coaching or instructing the program or activity\*.  
*\*Proof of certification will be required with the application.*
5. I will not permit the use of inappropriate language or behavior by participants, coaches, or instructors.
6. I will lead by example in demonstrating fair play and sportsmanship to all participants.
7. I will provide an environment for my program or activity that is free of drugs, tobacco (vaping), and alcohol, and I will refrain from their use at all rentals at Kingsport Aquatic Center.
8. I will **encourage good sportsmanship** by demonstrating positive support for all participants, instructors, and coaches.
9. I will **require my participants** to treat site staff, other guest, and 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. Proper swim attire must be worn in the pool at all times. No cut-offs or gym shorts.
3. 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.
4. Items are not to be thrown or dropped from the stadium gallery/bleachers.
5. Running is prohibited throughout the entire facility.
6. Glass containers food or drinks are not permitted in the facility.
7. 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.
8. Please shower before entering the pool.
9. Shoulder riding, excessive splashing, spitting, and rough play are strictly forbidden in the pool area, showers, dressing rooms, and on the pool deck.
10. Gum and tobacco products including cigarettes, e-cigarettes, and vapes are prohibited on Kingsport Aquatic Center property.
11. Please utilize the locker rooms to change. Changing on the deck, in the hallways, in the party rooms is not permitted.
12. Do not enter the pool if you are feeling ill, have a communicable disease, an open cut, or diarrhea.
13. Please dispose of all trash in one of the facility trashcans.
14. Management reserves the right to refuse admittance to or suspend privileges of any persons failing to comply with any of these regulations.
15. Coaches/Instructors must wear organization approved attire, which will allow staff to identify them as the organizational coach. (Example: KAC Jr. Viperfish shirt, KAC Viperfish Shirt with coach on the back etc.)
16. Organizations using oxygen tanks must lay their oxygen tanks on their side to retrain from possible accidents.
17. Organizations must place equipment including participants bags, training equipment, and coaching aids to the side to allow for egress in the facility. Please ensure equipment is not being placed in front of doors or rescue equipment (backboards, crash bags, fire extinguishers).
18. Coaches with questions must contact Madison Gump, Program Coordinator, for assistance.

## **Bathrooms**

1. Locker rooms and deck bathrooms will be available for participants 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**