



KINGSPORT AQUATIC CENTER

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

SWIM AND DIVING TEAMS



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 meets.

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 meet.

Available Months:

1. The 50-meter pool will be available for meets beginning in April through July
Full facility* rental is available, applicable fees will apply.
Full Facility Rental includes the use of all the indoor deck space in and around the play pool, warm water pool, and competition pool. Use of the warm water pool for warm-ups and cool-downs is an additional cost. Restrooms and locker rooms will also be available for use.
2. 25-yard pools will be available for meets beginning in August through March
Full facility rental **is not** available during August-March months. Competition pool, deck space surrounding competition pool, locker rooms, and restrooms will be available.
3. Party rooms are available upon request with no additional cost.

Applications are to be submitted to:

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

Application Deadlines: *

Meet Periods	Due Date
September 2023 through March 2024	Monday, April 3 rd , 2023
April 2024 through August 2024	August 1 st 2023

***Applications will only be reviewed and considered during the above-stated time frames.**
(I.E. An application for a July 2024 meet 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 meets in a manner that reflects sportsmanship, follows facility rules and guidelines, and demonstrates respect for coaches, athletes, officials, spectators, and facility staff. Meets should not interfere with the City's programs or the intended use of the facility.

Application, Security Deposit, Insurance

- a. A completed application for either short course or long course meets, security deposit, 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. The organization will be required to provide a security deposit after approval of requested dates. Payment will be expected within 10 business days of approved dates (Saturday and Sundays are not included). For full-day rental the deposit will be \$500 and \$250 for half-day rentals.
 - i. The deposit will cover any damages incurred during the facility rental.
 - i. Only the amount required to cover damages will be retained.
 1. (I.E.-\$150 for damage incurred, \$350 credit will be applied to your balance.)
 2. If the damages exceed \$500 or \$250, the organization may be billed for those damage costs.
 - ii. If there are no damages the deposit will be applied as a credit* to your final statement.
- 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 meet is governed.



- i. I.E. High School, USA swimming, Summer League
- f. Organizations should have a current 501c3, which should stay current for the duration of their event. A copy of the organizations 501c3 should be attached to this application.
- g. Team/Athlete/Entry Count report & session reports must be submitted to Kingsport Aquatic Center within 14 days (weekends included) of the entry deadline.
- h. If you intend to bring in any vendors to the facility (t-shirts, photographers, etc.), you must notify the facility at least 3 days before the event so that setup location and tables/chairs can be arranged. All facility rules apply to renters and vendors.
 - i. Vendors operating on City property must provide insurance coverage.

Long Course Meet Requirements

- a. Summer long course meets must have a minimum of 150 swimmers participating.
- b. Two weeks prior to the meet, confirmation of the meet's swimmers must be submitted on a Hytek report. **Failure to send report two weeks prior to the meet will result in meet cancellation.**
- c. **Meets that do not have the minimum required swimmers registered to participate will be cancelled.**
 - a. The security deposit may be used toward another meet or refunded.

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 meets being removed from the calendar.
- d. Fees may be subject to change July 1st, 2024.



Fee Outline: As of July 1st, 2023.

	Fees
Short Course	
Whole Pool Full Day– Deep end & Shallow end *12 hours include 1 hour set up and 1-hour break down for KAC Staff	\$1,500.00/day
Whole Pool Half Day – Deep end & Shallow end *5 hours hours include 1 hour set up and 1-hour break down for KAC Staff	\$1,000.00/day
Half Pool Full Day- Deep end or Shallow end only *12 hours include 1 hour set up and 1 hour break down for KAC staff	\$1,000.00/day
Half Pool Half Day – Deep end or Shallow end only *5 hours include 1 hour set up and 1 hour break down for KAC staff	\$600.00/day
Long Course	
Whole Pool Full Day – (May 1-May 20) *12 hours include 1.5 hours set up and 1.5 hours of break down for KAC staff	\$2,500.00/day
Whole Pool Full Day – (May 20 – July 31) *12 hours include 1.5 hours set up and 1.5 hours of break down for KAC staff	\$2,750.00/day
Whole Pool Half Day – (May 1- May 20) *5 hours include 1.5 hours set up and 1.5 hours of break down for KAC staff	\$1,500.00/day
Additional Fees	
Additional Charges *Rentals lasting longer than above rental time will be charged an extra per hour overtime limit	\$100.00/hour
Palmer Center Warm Pool *Only available during (May 20-July 31). No half-day rental.	\$600.00/day



Specialty Provisions

- a. Concessions are available for guests.
- b. **Stadium seats with backs are strongly discouraged.** They take up seating space for two people and don't allow for anyone to sit behind them reducing the opportunity for additional spectators to be seated.
- c. Chairs (bag chairs, etc.) will not be allowed in the gallery for spectators.
- d. Spectators may not stand or place seating on the egress walkway above the gallery/bleacher area.
- e. The Kingsport Aquatic Center reserves the right to limit spectators in the gallery/bleacher area if safety becomes a concern.
- f. Accommodations will be made on an individualized basis for those in need of such in accordance with the Americans with Disabilities Act.

Conditions of Subsequent Agreements

- 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, Kingsport Leisure Services, and the Kingsport Aquatic Center.
- b. Organization(s) will be required to ensure all of its participants procure and maintain insurance against claims for injuries and damages to property, which may arise from or in connection with the 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.
 - o *In the event of a conflict between any of the renter's operating policies and the ordinances, policies, regulations, or rules of the City of Kingsport or its departments, the latter shall control.*
- e. The property shall be used and maintained in compliance with the facility guidelines set forth by the City of Kingsport and the Kingsport Aquatic Center.
 - o Guidelines will be provided by email, hard copy, and will be available for download when you register for an application.

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. Meet hosts should remain in contact with KAC staff regarding the status of the facility. Participants should be directed to contact meet 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 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, the meet 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 meet.

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 Meet Host and determine a plan of action for the completion of the meet.

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 meets*.
**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, divers coaches, fans, and officials 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 meet 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.
16. Coaches 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, Organization team shirt, etc.)
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. Family bathrooms are reserved for swim lesson participants only. These bathrooms will be locked and off-limits to all swim meet participants.
2. Locker rooms 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.
3. Top lockers in the locker room and all hallway lockers are off-limits to all swim meet participants. Bottom lockers are available to swim meet participants with the use of personal lock. Personal locks and items must be removed by the end of the day. Please refrain from leave items unattended in the locker room. Kingsport Aquatic Center is not liable for any lost or stolen items.
 - a. Any items found that below to swim meet participants will be turned into the swim meet host. We recommend that swim participants contact the meet host for lost items.
4. Deck bathrooms will be available for all coaches, volunteers, and KAC staff. These bathrooms are off-limits to all swimmers and are not to be used for changing.
5. Lobby bathrooms will be available for all spectators. These bathrooms are off-limits to all swimmers and are not to be used for changing.
6. No cameras or videos are allowed in Kingsport Aquatic Center bathrooms.
7. No food, drinks, gum, or glass is allowed in bathrooms.
8. 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 event 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