



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

CITYWIDE AQUATICS DIVISION
3900 Chevy Chase Dr
LOS ANGELES, CA 90039
323-906-7953



Guidelines

Request for Use of Swimming Facility

All organized groups wishing to use an L.A. City swim facility need an approved permit before they will be allowed to use the facility. The permits are designed to give the facility advance notice in order to make staffing and other accommodations. These guidelines are in place to prevent overcrowding or different groups from competing for the use of the same resources. If you have any questions about the application, please speak to a manager.

1. Applicants must complete a Request for Use of Swimming Pool or Building form at least (3) three weeks prior to the date of request. Please include any additional activities (barbeque, games, etc.) under Special Requests/Comments your group may engage in other than recreational swimming as well as any specific area(s) you would like to use.
2. Review the facility rules and Water Watcher Program (see attached). They are yours to keep for reference.
3. Turn in the Request for Use of Swimming Pool or Building form at the facility requested, fax it to Citywide Aquatics Office at (818) 243-6495 or email it over to rap.aquaticspermit@lacity.org.
4. The application will be turned over to the facility manager who will forward it to the Aquatics office for approval. **Permit approval is not automatic.** Permits may be denied due to overcrowding or an inability to accommodate the activity due to safety or other concerns.
5. Citywide Aquatics Office staff will review the application for approval and determine the appropriate permit fee(s). Depending on the activity, additional documentation including proof of insurance may be required. **Please note: After being granted for a permit, penalty fee(s) will be charged if permittee did not attend the pool and did not notify the facility or Aquatics Office within 48 hours.**
6. Once the application has been processed, a confirmation notice will be mailed to you. The confirmation will include a permit number just below the emblem of Citywide Aquatics Division. If you do not receive a confirmation within three (3) weeks, contact the facility or Citywide Aquatics at (323) 906-7953. **Please be advised that non-profit groups and private groups have a lower priority for pool usage according to the established Priority Use Policy per the Board of Recreation & Parks Commissioners. Respectively, these groups may receive a confirmation in June of each year for summer operation.**
7. Permits may be approved for a maximum of six months. **A permit group that fails to follow the facility rules or to pay in a timely manner may have its permit revoked without notice and/or have a renewal request denied.**

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E-MAIL: rap.aquaticspermit@lacity.org

Three Week Notice Required

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NOT A PERMIT

NOT A PERMIT

(323) 906-7953 PHONE

(818) 243-6495FAX

REQUEST FOR USE OF SWIMMING FACILITY

Name of Organization _____

L.A. City RAP Government LAUSD Charter Private Training Group
 Other _____ Non-Profit (requires verification)5013c# _____

Name of Primary Contact _____ Contact Number _____

E-mail _____ Fax Number _____

Address _____ City _____ Zip Code _____

Name of Alternate Contact _____ Contact Number _____

Name of Facility Desired _____ Specify Area (if applicable) _____

Purpose of Event: Recreational Swim Swim Workout Swim Meet Water Polo Practice Water Polo Game
 Synchro Workout Synchro Meet Other _____

Day(s) check all that apply SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Dates (s) _____ Hours: From _____ to _____

Number of Participants expected Adults _____ Youth (7-17) _____ Children (6 and under) _____

I have read and understand the pool rules. I have read and understand the water watch program.

Will the event include electrical setup / amplified sound? Yes No (If YES, Describe) _____

Are you collecting a fee? Yes No If YES, amount per person: _____

Is your organization insured Yes No If YES, insurance agent/broker, registers for approval at <https://kwikcomply.org/>

Special requests/comments/other activities (if any) _____

PLEASE READ AND SIGN HOLD HARMLESS AGREEMENT

Applicant shall indemnify and hold CITY and its officers, agents and employees free and harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees), which may be incurred or arise out of Applicant's exercise of permission granted or from any of the Applicant's activities related there to. Applicant expressly waives any and all claims for compensation, and releases and discharges CITY and its officers, agents and employees from any and all demands, claims, lawsuits, all losses, damages, costs or expenses sustained by reason of any defect or impairment of water supply system, drainage system, heating system, gas mains, electrical apparatus or wire furnished for the event which may occur from time to time from any cause and for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake and other acts of nature.

As part of application process, the Applicant has reviewed a copy of the facility rules and will make sure that all members of his/her group comply with these rules. The Applicant realizes that a failure to follow these rules may result in his / her permit being revoked or its renewal being denied.

I certify that all statements on this application are complete and correct

Signature of Applicant

Name (Please Print)

Date

(Must Be A Wet Signature Please)

(For Facility Manager Use Only)

Approved Denied Reason _____
(notify organization of status)

The approver must notify group if any changes are made to the request.

Facility Status: Open during requested time Closed during requested time Open From _____ to _____

Notes / Comments / Special Considerations (if any) _____

Approved/Denied By _____ Date _____ Reviewed By _____ Date Faxed _____

Sign and Print Name Below

Water Watcher Program

The Water Watcher program is designed to augment Citywide Aquatics Lifeguarding Services to help maintain a safe swim environment for each camper at the swimming pool. The goal of the Water Watcher program is to train camp counselors to recognize and assist with pool rule enforcement to reduce the number of incidences at an aquatic facility.

The required camp staffing ratio is one adult counselor, 16 or older, per ten campers. If a child is under the age of seven, the enforced ratio is one adult counselor for each camper throughout the aquatic facility. The counselor is NOT a part of the 1 to 10 ratio for children 7 years and older.

An orientation to the pool and review of the rules occurs on the first day of pool attendance. The Water Watcher is responsible for supervising campers within their assigned station and the enforcement of the pool rules to help create a safe swim environment. Water Watchers are trained to respond to an emergency and evacuate campers safely from the aquatic facility if necessary.

The Water Watcher (counselor) receives a badge to wear after the orientation and will be assigned a poolside station. There are multiple stations for the Water Watchers and a rotation occurs every 15 minutes. At the end of the swim session, badges are collected by the head counselor and returned to the Pool Clerk. Badges are given to the Head Counselor to distribute to the assigned Pool Watchers each time the camp visits after the initial orientation.

Benefits from the program include a safer environment for campers to recreate, an increase in aquatic safety knowledge for the counselors, and transfer of safety concepts gained to other aquatic related outings.

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POOL RULES FOR PATRONS

Pool staff interpretation of rules shall be final.

1. Entrance is denied to:
 - a. Children under 7, unless accompanied by an adult on a one-to-one ratio,
 - b. Children under the age of four (4) without an approved "swim diaper" or plastic pants with elastic around the waist and legs,
 - c. Persons under the influence of alcohol or narcotics,
 - d. Persons with colds, coughs, nasal or eye discharges, skin eruptions, open wounds, open sores or bandages,
 - e. Pets.
2. Please check all your valuables with the clerk.
3. Personal property not permitted in the swimming pool or deck area includes:
 - a. Street clothes and shoes,
 - b. Floating apparatus, glass objects or containers of any kind,
 - c. Sports or swim equipment; electronic equipment,
 - d. Wheeled vehicles (roller blades, bicycles, skateboards, etc.) or toys (Exception for departmental aquatic programs)
4. Soap showers must be taken before entering the pool area.
5. Smoking is prohibited.
6. Eating and/or drinking is allowed only in designated areas.
7. Foul or abusive language will not be tolerated.
8. For the safety of the public there is no
 - a. Running on the pool deck,
 - b. Climbing, sitting on or jumping from fences or guard structures,
 - c. Diving into shallow waters,
 - d. Swimming in the diving area,
 - e. Horseplaying on the deck or in pool at any time,
 - f. Double-bouncing off of or crowding diving structures,
 - g. Snapping towels,
 - h. Participating in other dangerous practices as determined by lifesaving staff.
9. Hypoxic training or prolonged underwater swimming is not allowed.
10. Do not interfere with a lifeguard rescue or call for help unless in distress.

In addition to the above rules, please adhere to the following:

- A. Proper swim attire is as follows:
 - I. Men must wear swim trunks with a liner AND a drawstring, board shorts are acceptable,
 - II. Females must wear a bathing suit, may be a one-piece or two-piece.
- B. Inappropriate swim attire is as follows:
 - I. No cut-offs, bike shorts, basketball shorts, or street shorts,
 - II. No white t-shirts or white rash guards or shirts of any kind,
 - III. Swimsuit must cover the buttocks, no thongs,
 - IV. No bodysuits or leotards.

*****Failure to follow the pool rules and guidelines will result in non-admittance or expulsion from the pool grounds.*****

Water Slide Rules

1. All riders must be at least 48 inches tall or have prior approval from management in order to ride the water slide.
2. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut-off jeans – only swim suits allowed.
3. Riders must enter the slide in a sitting position and wait for instruction from the lifeguard stationed at the slide starter tub.
4. All riders must ride feet first while lying on their back. Absolutely no riding on stomach or head first is permitted.
5. Riders should lie on their backs with arms crossed across their chest or hands clasped behind their head with their legs crossed at the ankles.
6. Only one rider at a time. Absolutely no trains or chains or riders permitted.
7. Not tubes, mats, or life jackets are permitted on water slide.
8. The line should form on the deck with one rider on each landing and one rider in the starter tub.
9. Riders must be in good health. Pregnant women or individuals with poor heart or poor back conditions should not use this ride.
10. Do not use the slide while under the influence of alcohol or drugs.
11. Follow the instructions of the slide attendant.
12. No running, standing, kneeling, rotating, tumbling, or stopping in the flume. Arms and hands must remain inside the flume at all times.
13. No diving from the flume.
14. Leave the landing area promptly after entering.

WARNING!!

FAILURE TO FOLLOW THESE RULES CAN RESULT IN SERIOUS INJURY.