



**POOL USE REQUEST FORM**  
**Building 478**

Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Start and End Time: \_\_\_\_\_

Name BNL Host in Charge -please print: \_\_\_\_\_

Number of children: \_\_\_\_\_ Age Group: \_\_\_\_\_ **Staffing is based on number of attendees. It is critical to give an accurate count for the safety of all attendees.**

Life Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Bldg. #: \_\_\_\_\_

Approved by C. Carter: \_\_\_\_\_ Approved by S. Dwyer: \_\_\_\_\_

Recreation Office 344-2873 Swimming Pool (during pool hours) 344-3496

**Responsibilities of the host upon Approval of this request**

- **As the hosting BNL Employee or retiree, you MUST be present at this function.**
- Check with Pool for availability, ext. 3496.
- Date will be tentatively held until application and non-refundable \$40 deposit are received by Recreation Office. Make check payable to BERA.
- Deposit is forfeited if you cancel less than 30 days prior to date of party.
- On the Monday prior to party, pay difference to Recreation Office, Bldg 400, depending if additions were made to head count.
- Security notification through Main Gate Access website of all guests age 16 & over arriving on site at <https://www.bnl.gov/ssd/gateaccess/> and complete the **Visitor Notification Form**
- Staffing is based on number of attendees. It is critical to give an accurate count for the safety of all attendees.
- You are responsible for bringing whatever refreshments you would like to serve.
- NO GLASS is allowed in the pool area.
- You are responsible for clean up. Please bring garbage bags for cleanup.
- Checks are preferred and should be made payable to BERA.
- *Notification to all guests of the safety rules at BNL:*
  - Obey posted speed limits
  - Have proper photo ID for all attendees 16 & over
  - Park in designated parking areas only
  - Stay in the designated pool area only, obeying all postings
  - No traveling to any other areas of the Lab site
  - All children must be ESCORTED to the bathroom by the host or a parent
  - No child will be allowed in the locker rooms without being escorted by the host or a parent

**Responsibilities of the Life Guards & Staff**

- SAFETY of all attendees
- Facility and staff management

**NOTE:** Any theft, misuse, or breakage of building equipment will be the responsibility of the person in charge. In addition, this person must assume full responsibility in assuring that party guests will strictly adhere to BNL Safety Rules.

# Pool Use Protocol

## Your informational copy

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POOL party rates will be as follows:

\$40.00 ~ 5-10 children

\$60.00 ~ 11-15 children

\$80.00 ~ 16-20 children

\$100.00 ~ 21-25 children (MAX)