



POOL USE REQUEST FORM
Building 478

Activity: _____ APPROVED: _____

Date: _____ Start and End Time: 11am & must depart by 2pm

Name BNL Host - please print: _____
(Must be current/active BNL employee to make reservation & must be present day of event)

Life Number: _____ Home Phone: _____ Bldg. #: _____

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.**

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, YOU MUST be present at this function.**
- Check with Pool for availability, ext. 3496. Any issues day of event, call 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.
- Monday after party, depending if additions were made to head count from initial request, pay difference to Recreation Office, Bldg 400.
- YOU are responsible to notify Security through Main Gate Access website of all your guests age 16 & over that will be attending. Complete the **Visitor Notification Form** at:
<https://www.bnl.gov/ssd/gateaccess/>
- Staffing is based on number of children attending. 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.
- If you are having food delivered to pool, YOU must notify gate in advance, the drivers name is not necessary.
- NO GLASS is allowed in the pool area.
- You are responsible for clean up. Please bring garbage bags for cleanup.
- **Notification to all guests of the safety rules at BNL:**
 - Obey posted speed limits
 - All guests 16 & over must have proper photo ID to show security
 - 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
 - *You must vacate the pool building no later than 2pm*

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)