

2020 PCB Aquatic Center End of School Year Party Agreement

Thank you for your interest in having a Field Trip at the PCB Aquatic Center. Please note, your Field Trip is not completely booked until both this agreement and full payment are received. Both must be received no later than April 15, 2020. As a reminder, Field Trips are not private unless both pools are booked. Please note 7 lanes will remain open for lap swimmers in the 50 meter pool during all Field Trips. You and your students will only have access to the pool(s) you booked as outlined below.

Name of School/ Group: _____

Grade: _____

Teacher/Contact Name: _____

Email: _____ **Phone:** _____

Field Trip Date: _____

Field Trip time requested- Select One

9:30am-11:30am (may not re-enter pool(s) after 11:30am) OR

1:00pm-3:00pm (may not re-enter pool(s) after 3:00 pm) ***NOTE: We are also open to the public during this time for Kiddie Pool Open Swim. Your class may be sharing the pool with other children during this time. The Slide will not be available during this time.***

**You and your chaperones will be admitted into the Aquatic Center no earlier than 15 minutes prior to the start time of your field trip. Once your school has arrived you will sit under the pavilions for the safety talk given by one of our lifeguard staff prior to anyone entering the pools. After the field trip concludes, we ask that you leave the Aquatic Center promptly so that our staff can prepare for the next activity. Please plan accordingly.*

Number of Students expected to attend: _____

Number of Chaperones expected to attend: _____

- **I agree that I will have the appropriate number of chaperones based on my age group.**
The following ratios are required: 1 chaperone to every 10 students is required for grades K-3rd grade and 1 chaperone to every 20 students is required for 4th grade and above
_____ (Please initial)
- **I agree that I will have sufficient number of both male and female Chaperones and know that PCB Aquatic Staff WILL NOT be able to attend to my students in the locker rooms except in emergency situations (for example if a child is in need of CPR, etc.)**
_____ (Please initial)
- **I agree that my chaperones will be actively in the water with my students for the entire field trip and will be the sole bodies responsible for discipline, and enforcing rules set forth by PCB Aquatic Center staff. Although we want everyone to enjoy their time at the Aquatic Center please make sure chaperones that attend know that they are working, and are the first line of defense in the safety of these students, just as a parent would be if they were attending the Aquatic Center on their own.**
_____ (Please initial)

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Received list of students with special needs/circumstances, if applicable: **Yes/No/NA**

**If no, please provide us with a list of any children who have any special circumstances, special needs, or are on any medication that could potentially change their behavior or that we might have to assist with administering.*

***We also ask that upon arrival these students are introduced to us so our lifeguards can assist them appropriately. ***

Tax Exempt Form received: Yes / No

If no, please provide us your tax exempt certificate: Email: ticketbooth@pcb.gov/Fax: 850.233.5161

Pool Option Reserved

Kiddie Pool without Slide	\$320.00*
Kiddie Pool with Slide	\$360.00*
50 Meter Pool with Diving Boards	\$520.00*
50 Meter Pool with Diving Boards and Obstacle Course	\$560.00*
Both pools	\$920.00*

NOTE: The 50-meter pool is available on a case-by-case basis. Availability will depend on staffing for the requested date. Please ask admin personnel for details.

Additional lifeguard rate applicable: Yes/No

Additional Fees (based on user fees):

Deposit due: \$100.00 (Deposit will be applied to total rental fees. Deposits are non-refundable)

****Deposit must be paid by Feb. 1, 2020 or the date will reopen to other schools****

Total Fees Due*:

**Should your numbers grow beyond what is outlined above please advise as soon as possible. Should your numbers require us to add an additional lifeguard you will be charged an additional lifeguard fee.*

***Please note, no refunds will be given if numbers fall below what is outlined above.*

- **I/my school agrees to pay the above deposit by February 1, 2020 and all remaining fees in full no later than April 15, 2020. We understand that if we do not pay the necessary fees by this date then our fieldtrip will be canceled and our non-refundable deposit will be forfeited. We understand that the fees paid for the field trip are nonrefundable with the exception of having to cancel due to inclement weather and we will only be refunded if we follow the rain protocol outlined below.**

_____ (Please initial)

- **Rain Protocol: I understand that the PCB Aquatic Center is an outdoor facility. Should we wish to cancel/reschedule our Field Trip due to poor weather conditions; we will submit our request in writing via email to ticketbooth@pcb.gov, no later than 2 hours prior to the scheduled field trip and will follow up with a phone call to 850.236.2205 to confirm receipt of email. We understand that we must do this no later than 2 hours prior to the scheduled field trip or we will forfeit our payment for the field trip and will be unable to reschedule to another date.**

_____ (Please initial)

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- Should our numbers grow I/my school agrees to notify PCB Aquatic Center no later than 3 business days prior to the field trip via email: ticketbooth@pcb.gov and agree to pay any additional fees that result from the increase.
_____ (Please initial)
- I understand that the Max capacity of the Kiddie Pool is 113 max and the max capacity of the 50 meter pool is 385 max (this includes students, chaperones, etc.). My group will not exceed these max capacities, and if it does I will rotate students in and out of the pool so that it is never over capacity.
_____ (Please initial)
- I acknowledge that my students will be allowed to use their personal Coast Guard approved life jackets or “Puddle Jumpers” in designated areas of the pool and will not be allowed to use any other types of floatation devices/inflatables. It has been communicated to them that the student/parent is responsible for providing these and not the PCB Aquatic Center.
_____ (Please initial)
- I understand that my school is required to clean up after ourselves and will use the receptacles available to discard any and all trash. We will not leave the Aquatic Center until we pick up all trash from our Field Trip.
_____ (Please initial)
- I understand that if I wish to book the pavilion located outside the Aquatic Center I need to reach out to the main Parks and Recreation office at 850.233.5045 and follow the proper procedure. I will pay the Aquatic Center separately for the field trip booked with them and I will pay the main office separately for use of the pavilion if available. In booking this field trip with the Aquatic Center, I realize I do not automatically get the pavilion too and will find an alternate location for our students to eat lunch if we are unable to book the pavilion.
_____ (Please initial)
- The Above listed school shall be liable for any and all damages, caused through its own act and the act of any of its employee’s or agents, or anyone visiting the building and/or park facilities upon the invitation of the said School, caused to this building, park facilities, or any portion for which the City is held liable.
_____ (Please initial)

The City of Panama City Beach (Lessor):

(Lessee):

Aquatic Center Employee

Date

Organization Representative/
Authorized Agent

Date

Deposit Receipt Number _____ Total Receipt Number _____

Check # _____ Cash Amount _____ Credit Card: _____

Received By: _____

Updated 8.15.2019