



MIRIAM COLLEGE
Administrative Services Division

SWIMMING POOL RESERVATION FORM

Requisitioner's Name		Date Needed/Time Needed
Unit/Office		Signature of Unit/Department Head/Date
Local Number	Direct Line	Email Address
Purpose/Function		Charge to Account Number

Name of Pool Users:

P O L I C I E S

1. A lifeguard along with the teacher, coach, or club moderator must be present to watch and assist the students during the entire swimming session.
2. Individuals with an open wound, skin disease, allergies or other medical issues will not be allowed to use the pool.
3. The proper swimming attire (i.e., swimming suits or trunks) must be worn at all times. Athletes are required to use a swimming cap and fin. Rubber slippers (flip-flops) may also be used but only for walking around the deck of the swimming pool.
4. Pool users must take a shower before using the pool. A shower area is provided within the premises.
5. Scheduled swimming classes and activities are automatically cancelled in case of rain.
6. Personal belongings must be secured at all times. The school will not be liable for any losses or damages.
7. Wearing of jewelry is not allowed in the pool.
8. Eating and drinking are not allowed within the pool premises.
9. Running and other active play, playing loud music or shouting is not allowed within the pool premises.
10. All equipment (i.e. floaters, kicking pads) must be checked and properly stored by the respective units. A storage area is provided for each unit.
11. Cleanliness must be observed at all times.
12. Facility-related injuries or facility/equipment irregularity must immediately be reported to the supervisor on duty.
13. Parents and outsiders are not allowed in the pool area especially during class hours and training sessions.

OPERATING HOURS:

7:00 AM to 5:00 PM
7:00 AM to 9:00 PM

Mondays
Tuesdays - Saturdays

Approved by:

Administrative Services Division Director
(Signature over Printed Name)

Lifeguard
(Signature over Printed Name)