

**Facility Rental Job Description**  
**(Duties for the Supervisor of the Lock-In)**

THE PERSON(S) IN CHARGE OF THE OVERNIGHT GROUP IS RESPONSIBLE TO READ THE RULES IN FRONT OF THE YMCA SUPERVISOR

**Arrivals:**

Renters can not enter the building until 15 minutes after the YMCA closes.

**Duties before Lock-in Begins**

- Have an orientation with all adults and children participating (Conference Room)
- Review all expectations and procedures for the evening.
- Make sure the Adult chaperone's know their responsibility.
- Collect money from the person in charge should there be any outstanding money due.
- Review the facility rental contract. Especially clean-up and responsibility of the chaperones.
- Deposit return is a judgment of the evening supervisor.

Note: 40 Youth are permitted as part of the contract and fees. \$5.00 per child over 40.

Adult chaperones are here at no cost. (ratio 1 adult per 10 children plus 2 extra leaders = 6 total)

Additional adults need to pay the \$5.00 per night rental.

Remember if 80 children attending then 8 adults + 2 extra allowed without charge.

1. At a lock-in, no one is permitted back into the building after they have left the building.  
*\*Make this clear when reviewing the rules.*
2. Chaperones are responsible for the kids behavior and their responsibilities are:
  - Move around the building and see that the kids are abiding by our rules.
  - Attempt to leave no part of the building unsupervised.
  - No drinks inside the computer entrance doors.
  - Absolutely no use of the exercise equipment area or racquetball court.
  - Watch for abuse of the equipment and the building itself.
  - No food or drinks in the either gymnasium (refer to rule above.)
  - Enforce the rules of indoor running track...(leaning or hanging over the rails are of are of particular concern.) No children under the age of **12 years old** permitted on track.
  - No hanging on basketball rims or goals.
  - Clean-up when overnight or activity is over. Kitchen included.
  - Make sure all YMCA equipment is in its place.

**Supervisors responsibility continued.**

3. Make the evening is as enjoyable for the participants as possible.
4. Set-up volleyball equipment when asked. (give instructions on care and use.)
5. See that the chaperones are doing their job with building walk through.
6. Assist in clean-up with vacuum and trash bags, etc...
7. Lock doors when everyone leaves.
8. See that money is collected and secured with guidance from supervising YMCA Director.
9. Return the building key to the Supervising Director.
10. Lifeguard to do, supervisor to check... make sure the inside pool doors are locked at the end of swim time.

**Departure**

CLEAN-UP AN HOUR BEFORE CLOSING TIME SO WE CAN LEAVE THE BUILDING TOGETHER.

## RETURNABLE DEPOSIT

A deposit may not be refunded for any of the following reasons:

1. Unreasonable damage to property or YMCA supplies, **Be responsible!**
2. Showing lack of respect to YMCA staff and/or Lifeguards or canceling rental without sufficient advanced notice, **Be Respectful!**
3. Stealing of any property or YMCA supplies, **Be Honest!**
4. Not cleaning conference room and/or other facilities rooms, **Be Caring!**

### Pool rules

There should be at least one chaperone in the pool with participating children.

One adult for every 6 children 10 years and under (or Special Needs children)

There can only be 25 people in the pool at one time with one lifeguard.

And only be 50 people in the pool at one time with two lifeguards.

One adult for every 10 kids that swim in the pool for those 8 years and older.

The chaperones are responsible for enforcing these rules.

We CARE about your safety:

- No diving. Must enter feet first.
- No flips.
- No Roughhousing.
- No running on pool deck.
- No sitting or hanging on lane lines.
- No shoes on the pool deck
- No food or drink in the swimming pool area.
- No glass containers in the swimming pool area
- No hanging on basketball net or rim

Be RESPONSIBLE

- Shower in the locker room before swimming
- All infants and toddlers who are not toilet trained must wear disposable swim diapers.
- A person must be able to swim the full length of the pool (with no flotation devices) to be permitted in the deep end

Be HONEST

- A participating parent or an adult (18 years or older) must be with all children under 8 years old in the water, in the pool area, and in the locker rooms.

RESPECT the Lifeguard

- Their word is final and must be followed.

1. Swimming suits only! No cut-off jeans or walking shorts are to be worn. Suits must be above the knees. No T-shirts will be allowed in the pool. Suits must have liners and draw strings.
2. Only inflatable plastic balls may be taken into the pool and only at discretion of the aquatic staff.
3. Flotation devices are not safety equipment and are only permitted with parent supervision and are only permitted in shallow end of pool.
4. No mask that covers the nose may be worn unless you possess and can demonstrate proper clearing of the mask.
5. Please remove Band-Aids before entering pool. If sore underneath is open, child should not swim. He/she may contract infection.
6. Child should not swim if he/she has any communicable disease. For example, pink eye, chicken pox, a cold with green mucus or any fever.
7. If your child has bumped his/her head and raised a goose egg in the last 24 hours, they should not swim.
8. Please take your child to the restroom before entering the pool. Do not ask your child if they want to go to the restroom...take him/her. Children must wear proper swim diapers with tight fitting legs and waist.