**Thank you for Renting Space here at the Wiscasset Community Center!**

Here are a few disclosures and rental guidelines to know before you come in:

|  |
| --- |
| **General Disclaimer** |
| **Please read carefully****Release:**In consideration of being allowed to participate in activities and programs sponsored by the Wiscasset Parks and Recreation Department / Wiscasset Community Center and to use Town of Wiscasset recreational facilities, equipment and machinery (including but not limited to the WCC, it's equipment and machinery), and in addition to the payment of any fee or charge, I hereby waive, release and forever discharge the Town of Wiscasset, it's officers, agents, employees, contractors, representatives and all others from any and all responsibility or liability for injuries, death or damage which I may sustain from my participation in any said activity or program. I understand that the Wiscasset Parks and Recreation Department personnel, including those staffing the Wiscasset Community Center, are not able to diagnose any physical ailment which I might have and are not able to advise me whether or not any particular activity or use of particular recreational facilities, equipment or machinery may be detrimental to my health. It is my responsibility to obtain from my health care provider advice about the activities I might safely perform and the recreation facilities, equipment and machinery I might safely use. I also understand that neither the Town of Wiscasset nor the Wiscasset Parks and Recreation Department provide health or medical insurance and it is my responsibility to carry any health or medical insurance which I might desire.*In addition, I understand that the Wiscasset Parks and Recreation Department personnel, including those staffing the Wiscasset Community Center, reserve the right to prohibit any person at any time from taking part in an activity or from using Wiscasset's recreational facilities, equipment or machinery until the person has first obtained a licensed physician's written statement that the person may safely engage in the activity and/or safely use the recreational facility, equipment or machinery in question. I acknowledge that I am aware that there are risks to me and/ or my child of exposure to directly or indirectly arising out of, contributed to, by, or resulting from an outbreak of any and all communicable disease, including but not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19) and/or any mutation or variation thereof;I hereby consent to emergency medical procedures deemed advisable for my child in the event I cannot be reached and my child has sustained an injury. The Wiscasset Parks and Recreation Department does not provide accident or hospitalization insurance for participants of its programs. All participants are advised to have adequate personal coverage. Please consider participant's own health, experience, and tolerance for risk before participating in any program.I also consent to the use of my or my child’s photo, video, artwork etc. by the Wiscasset Parks and Recreation Department for flyers, brochures, presentations, advertisements, etc.* |

**General Information:**

* Rentals must be scheduled at least 72 hours in advance.
* Any changes to a previously scheduled rental, WCC must be given 72 hours’ notice
* Patron’s may arrive **30 minutes** prior to their rental for set up or swim preparations.
	+ Unless other arrangements have been approved by management
* Patrons who remain in the facility more than 30 minutes past their scheduled time will be charged accordingly.
* Members: 50% advance deposit is required (the remaining balance is due 72 hours prior to the rental, unless other arrangements have been made.)
* Non-Members: 100% balance due 1 week prior to rental date.
* Please let us know at time of registration if there will be any specific requests

**Refund Policy:**

Patrons who rent a facility owned by the Town of Wiscasset and managed by the Wiscasset Recreation Department will be given a full or partial refund or credit under the following terms:

* Full refund or credit if Wiscasset Recreation staff cancels the rental due to unforeseen circumstances.
* Full refund or credit *(less a $30 processing fee)* if cancellation is made prior to 1 week of the rental.
* 50% refund or credit *(less a $30 processing fee)* if cancellation is made less than 1 week to 48 hours prior to the rental.
* No refund or credit is provided if the cancellation is made less than 48 hours prior to the rental.

In General, a valid medical reason deemed reasonable by the Recreation Director would entitle the patron to either a refund or credit. The patron will be required to provide a doctor’s note. In any case of a granted refund, a patron may avoid the processing fee by accepting a credit on their account to be used toward a future membership, program or facility rental.

**Building Rules:**

* Individual renting the facility shall bear financial responsibility for damages in connection with the groups’ activity.
* Use of Senior Center kitchen, furnishings or fixtures is prohibited, unless approved by management prior to your rental.
* No alcoholic beverages or tobacco products are allowed on the WCC Property: State permits Required for such use.
* Any individual showing signs of intoxication will not be admitted.
* No Food or Beverage is allowed in the Pool or Gym (unless approved by management prior to rentals in the Gym)
* Appropriate clothing and footwear is required for the activity you are participating in. (Swim suits in pool, Sneakers for Gym, etc.)
* No confetti shall be dispensed within the facility
* Youths must be adequately supervised during the rental. Your party must have 1:10 ratio adults/children for the gym or 1:6 ratios for the pool. Wiscasset Community Center staff has the authority to curtail/suspend any activity which may be deemed unsafe for patrons or property and not appropriate for a public facility. Please do not allow children to run around unchaperoned inside or outside of the building.
* All Persons from your rental must abide by all facility rules.

**Senior Center Rules:**

* No kitchen use unless prior approval by management
* No Food/Cake throwing
* Please sit only in chairs provided, No climbing on Pool table or other tables
* No Use of the Pool table unless approved by management prior to the rental.
* Use of Electronic equipment needs prior approval by management.
* Please use the locker rooms to change for swim parties not the Senior Room bathrooms.

**Pool Rules:**

* When you come for a pool rental we ask that when the majority of your group arrives and is ready you sit on the bleachers so that the Lifeguard can quickly go over the pool rules.
* Please be on time – For example: If you’re scheduled in the pool from 12 to 1 your time starts at 12 and you will have to leave at 1 even if you started late.
* No Street shoes on the pool deck.
* No Food or Drink in the Pool deck/bleachers.
* Hair shoulder length or longer must be tied back in a ponytail or wear a swim cap (this goes for boys or girls)
* Please shower before entering the pool
* **NO** Running, skipping, or fast walking
* **NO** Diving – Always feet first when entering the pool
* Children 12 years and under must have an adult present in the pool room
* Children 3 years and under must have an adult **IN** the water with them.
* If your child is not Potty-trained they **Must** wear a swim diaper. Example: if they don’t sleep through the night or a long car ride without a diaper please don’t use the pool without one.
* Life jackets are available in the pool for use.
* Please do not bring any floats as they can not be used in the pool.

Locker Rooms: We have separate Men’s and Women’s Locker rooms and 2 Family Changing rooms (with showers). If you are bringing children of the opposite gender they must either use the appropriate locker rooms or use the Family changing room if 3 years old or older. Example: A mother bringing a 4 yr old son to swim must use the Family changing room not the Women’s locker room.

**Any Questions or Concerns regarding these rules please reach out to us for any clarifications!**

Wiscasset Community Center

242 Gardiner Road, Wiscasset ME 04578

207-882-8230

Duane Goud, WPRD Director dgoud@wiscassetrec.com

Kristy Lincoln, Rentals klincoln@wiscassetrec.com

Nori Lund, Pool Director nlund@wiscassetrec.com