

## Rental Procedures and Guiding Principles for Pool Lane Allocation

*Culver City Plunge Swim Complex (4175 Overland Avenue)*

The Culver City Plunge Swim Complex is a public swimming pool administered by Parks, Recreation & Community Services Department (PRCS). The Plunge's mission is to provide comprehensive aquatics programming that meet the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation. It prides itself in offering an inclusive, safe, responsive and welcoming aquatics environment that promotes the health and well-being of Culver City's residents and guests.

The Plunge includes a 25-yard by 50-meter swimming pool which offers a variety of swim and exercise programs for residents of Culver City and the surrounding communities. The swimming pool can be configured in two ways: 19 short course swim lanes or 8 long course swim lanes.

**\* These guiding principles are to assist and guide PRCS in allocating pool lanes among the multiple user groups. These guiding principles are advisory only and shall not limit the City or PRCS's ability to ultimately allocate pool lanes in whatever manner it deems appropriate. \***

### A. Determining Organization Status

#### 1. Definitions

- **Adult Organization:** Any organization that provides aquatics activities for adult participants.
- **Youth Organization:** Any organization that provides aquatics activities solely for youths 19 years of age and younger.
- **Non-Profit Organization:** A business granted and maintaining a valid tax-exempt status by the Internal Revenue Service (IRS) (i.e. 501c3)
- **Splash:** Individual participant's "scanned" (electronically recorded) entrance to the Plunge for a specified program.
- **Active participation:** The number of participants that have physically scanned in for an organization up to 15 minutes prior to and 15 minutes after its' permitted time.

#### 2. Establishing an Organization's Residency

In order to qualify for Culver City resident status, an organization shall have a valid Culver City mailing address (P.O. Boxes will not be accepted) and their active participation comprised of 50%+1 Culver City residents.

In addition, the organization must also provide the following documentation with the organization's name and Culver City address identically listed on each:

1. A certificate of general liability insurance with 2 million dollars' worth of coverage listing the following as additionally insured-*"The City of Culver City, members of its boards & commissions, officers, agents and its employees 4117 and 4175 Overland Ave , Culver City, Ca 90230"*. Please note coverages are up for review and subject to change based on industry standards and best practices. Please note coverage types and limits are subject to change based on industry standards and best practices
2. A current Culver City Tax Certificate
3. A current Internal Revenue Service Form 990 (only applies to organization claiming non-profit status)

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## **3. Establishing an Individual and/or Organization Participant's Residency**

"Proof of Residency" is determined via: (1) a current utility bill with a valid Culver City address; and (2) a current California ID/Driver's license with a name and address that match the name listed on current utility bill. For youth participants under 18, a parent's ID and utility bill are used. If the City deems necessary, the City's GIS System will be used to verify any alleged Culver City address

## **4. Maintaining an Organization's Residency**

For all recurring rentals, residency status will be evaluated quarterly. This will be accomplished by dividing the total number of resident splashes scanned by the total number of splashes scanned in during the previous reporting quarter.

## **B. Organization Prioritization**

In connection with its mission, PRCS prioritizes pool lane allocation based on the general principles that 1. Culver City Resident Organizations based on the definitions/standards above receive priority over non-Culver City organizations; 2. Youth organizations receive priority over adult organizations; 3. Non-profit organizations receive priority over for-profit organizations. As such priority will be given to organizations in accordance with the list below.

- 1. City of Culver City operated programs**
- 2. Culver City Unified School District classes based on historical usage patterns**
- 3. Organizations determined by the definitions/standards listed above to be Culver City based non-profits, businesses and private parties in the following order:**
  - i. Youth non-profit organizations
  - ii. Non-profit primary and secondary schools
  - iii. Adult non-profit organizations and businesses, or private individuals
  - iv. Youth organizations
  - v. Primary and secondary schools
  - vi. Adult organizations, businesses or private individuals
- 4. Organizations determined by the definitions/standards listed above to be Non-Culver City based non-profits, businesses and private parties in the following order:**
  - i. Youth non-profit organizations
  - ii. Non-profit primary and secondary schools
  - iii. Adult non-profit organizations and businesses, or private individuals
  - iv. Youth organizations
  - v. Primary and secondary schools
  - vi. Adult organizations and businesses or private individuals

## **C. Lane Allocation Procedure**

Once pool lanes have been allocated first to programs operated by the City of Culver City and second to CCUSD classes, all remaining pool lanes will be rented based on the organization's prioritization in accordance with the factors listed below. Current renters are given the first opportunity to be considered for any available lanes and will be evaluated for lane delegation in accordance with the factors listed below.

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### **C. Lane Allocation Procedure Continued**

- The organization's priority categorization as listed above
- The organizations recorded splashes for the preceding quarter
- Current lane allocation patterns
- The organization's compliance with City requirements (insurance, certification, policies, etc.)

If any lanes remain, the opportunity will expand to new organizations and priority will be provided based on the organization's priority ranking according to all definitions and standards listed above.

### **D. Unused Lane Reallocation Procedures**

If a permitted lane is not occupied within 15 minutes after the start of the rental time, PRCS can elect to reassign the lane/s for the day based on the priority rankings listed above.

### **E. Wall Lane Rotation**

If necessary, PRCS can choose to rotate shallow water wall lanes to youth organizations. If there is more than one youth organization during the same time frame, PRCS will rotate the lanes weekly.

### **F. Returning Organization Lane Renewal Process**

Annually, organizations choosing to continue their rental shall complete the following by September 1<sup>st</sup> of the current rental year.

- 1. Turn in an updated Request for Lanes Packet (RLP)**
- 2. Turn in an updated signed copy of the *City's Rental Terms and Conditions***
- 3. Turn in updated copies of the following:**
  - a. General Liability Insurance
  - b. Current Culver City Tax Certificate
  - c. A list of coaches names & certifications
  - d. Required current non-profit status documentation

Should an organization fail to turn in the completed RLP and necessary documentation annually by September 1<sup>st</sup>, the permit will be terminated as of January 1<sup>st</sup> of the subsequent year. Should the organization wish to continue to rent in the subsequent year, the organization must reapply and shall be considered a new organization for lane allocation.

**To ensure appropriate utilization of lanes allocated, permits will be reviewed quarterly based on the following criteria.**

- Lane Usage as defined in the *City's Rental Terms and Conditions*
- Residents served
- Adherence to City's Rental Terms and Conditions
- Should an organization not meet the minimum standards set forth in the *City's Rental Terms and Conditions* during a quarter, allocated lanes are subject to reallocation and/or modification up to and including immediate or subsequent quarter cancellation

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## **G. Limited Term-Short Term Rental Application Process**

Limited or short term rentals are defined for the intent and purpose of these guidelines, as any organization/s or individuals that rents a lane(s) for no longer than 45 consecutive days. If lanes are available, limited or short term renters shall follow the process outlined below.

- 1. Fill out the Plunge Rental Questionnaire**
- 2. Provide all required documentation set forth in the *City's Rental Terms and Conditions***

## **H. New Organizations Desiring Year Round Rental Application Process**

Due to limited space and available time new organizations wishing to be considered for use of available lanes must follow the steps listed by September 1st prior to the year they wish to begin renting.

- 1. Obtain a New Organization Request for Lanes Packet (RLP)**
- 2. Complete and submit the RLP by September 1st to be considered for any available lanes starting January 1<sup>st</sup>. (If space is not available the RLP will be kept on file for 1 year should any openings occur)**
- 3. RLPs will be reviewed based on the following criteria from September 2nd through November 1st:**
  - The availability of lanes during the requested time frame
  - The type of program requesting the lanes (i.e. Does it duplicate city programming or existing renters? Is it a youth group, adult group, non-profit, for profit etc.)
  - The service it provides to the community
  - The number of residents served by the program- do residents receive any benefit
  - Does the program utilize other pools
- 4. By November 15<sup>th</sup> letters will go out to all applicants**
- 5. Applicants who are granted lanes will have until December 1st to provide all required documentation set forth in the *City's Rental Terms and Conditions***
- 6. If the required documentation is not received by December 1<sup>st</sup> at 5:00 p.m. the plunge will be unable to complete the permit and will move on to the next program on the list**

**\* The City reserves the right to reschedule, displace, and/or cancel any rental to accommodate a special event. No such cancellations will occur without The City/PRCS making every effort to give impacted rentals prior notice. \***