

ATTACHMENT 1

Rental Procedures and Guidelines for Pool Lane Allocation

Culver City Plunge Swim Complex (4175 Overland Avenue)

The Culver City Plunge Swim Complex is a public swimming pool operated by the Culver City Parks, Recreation & Community Services Department (PRCS). The Plunge's mission is to provide comprehensive aquatics programming that meets 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.

The following Rental Procedures and Guidelines for Pool Lane Allocation ("Guidelines") are to assist and facilitate PRCS in allocating pool lanes among the multiple user groups. These Guidelines are advisory only and shall not limit the City's or PRCS's ability to, in its sole discretion, allocate pool lanes in whatever manner it deems appropriate in order to safely and effectively operate and manage the facility.

A. Determining Organization Status

1. Definitions

- **Active Participation:** The number of participants that have physically scanned in for an organization up to 15 minutes prior to and 15 minutes after the organization's permitted time.
- **Adult Organization:** An organization or business that provides aquatics activities for adult participants.
- **Culver City-Based Organization:** An organization or business that has established Culver City resident status in accordance with Section A.2.
- **Culver City Resident:** An individual that has established Culver City resident status in accordance with Section A.3.
- **Electronically Recorded Entrances:** Any pool entrance in which an individual physically logs in, scans in, or is manually logged into the system upon arrival for an activity at the Plunge.
- **Non-Culver City-Based Organization:** An organization or business that does not qualify for Culver City resident status.
- **Non-Profit Organization:** An organization or business granted and maintaining a valid tax-exempt status by the Internal Revenue Service (IRS) (i.e Form 990)
- **Splash:** Individual participant's electronically recorded entrance to the Plunge for a specified program.
- **Youth Organization:** An organization or business that provides aquatics activities solely for youths 19 years of age and younger.

2. Establishing an Organization's Residency

In order for an organization 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 its Active Participation shall be comprised of 50%+1 individuals who qualify for Culver City resident status in accordance with Section A.3.

3. Establishing an Individual Participant's Residency

In order for an individual participant to qualify for Culver City resident status, he/she must submit: (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 may be used. If the City deems necessary, the City's GIS System will be used to verify any stated Culver City address.

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A. Determining Organization Status Continued

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; and (3) Non-profit organizations receive priority over for-profit organizations. As such, pool lanes will be allocated in the following order of priority:

- 1. City of Culver City operated programs**
- 2. Culver City Unified School District classes/ programs based on current usage patterns**
- 3. Culver City-Based Organizations and Culver City Residents determined by the definitions/standards set forth in Sections A.1, A.2 and A.3 in the following order:**
 - i. Youth non-profit organizations
 - ii. Non-profit primary and secondary schools
 - iii. Adult non-profit organizations
 - iv. Youth organizations
 - v. Primary and secondary schools
 - vi. Private individuals
- 4. Non-Culver City-Based Organizations in the following order:**
 - i. Youth non-profit organizations
 - ii. Non-profit primary and secondary schools
 - iii. Adult non-profit organizations
 - iv. Youth organizations
 - v. Primary and secondary schools
 - vi. 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/programs based on current usage patterns, all remaining pool lanes will be rented, with current renters being given first opportunity, based on the following prioritization factors:

- The organization's priority categorization as set forth in Section B;
- The organizations recorded splashes for the preceding quarter;
- Current lane allocation patterns; and
- The organization's compliance with City requirements (insurance, certification, policies, etc.).

If any lanes remain, the opportunity will expand to new renters, and priority will be determined, in accordance with the organization's priority categorization as set forth in Section B

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D. Unused Lane Reallocation Procedures

If a permitted lane is not occupied within 15 minutes after the start of the rental time, PRCS, in its sole discretion, may reassign the lane/s for the day based on the priority rankings and factors set forth in Sections B and C.

E. Wall Lane Rotation

PRCS, in its sole discretion, 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, an organization choosing to continue its rental shall submit all required documentation set forth below in accordance with Section I, by September 1st of the current rental year.

1. Updated Request for Lanes Packet (RLP);
2. Updated *City's Rental Terms and Conditions*, signed by an authorized representative of the organization;
3. Updated list of names of the organization's coaches;
4. Current certification for each of the organization's coaches;
5. Current Insurance Coverage documents as set forth in Section I.7;
6. Current Culver City Business Tax Certificate; and
7. Current non-profit status documentation.

Should an organization fail to submit the completed RLP and necessary documentation annually by September 1st, the rental permit will be terminated as of January 1st 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 purposes of 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; and
- Adherence to *City's Rental Terms and Conditions*.

If an organization does not meet the minimum standards set forth in the *City's Rental Terms and Conditions* during a quarter, then that organization's allocated lanes are subject to reallocation and/or modification up to and including immediate or subsequent quarter cancellation.

G. Limited-Term and Short-Term Rental – Application Process

Limited-term or short-term rentals are defined for the intent and purpose of these Guidelines, as any organization or individual 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.

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G. Limited-Term and Short-Term Rental – Application Process Continued

1. **Fill out the Plunge Rental Questionnaire:** and
2. **Provide all required documentation set forth below in accordance with Section I:**
 - a. Request for Lanes Packet (RLP);
 - b. *Rental Terms and Conditions, signed by an authorized representative of the organization;*
 - c. List of names of the organization's coaches;
 - d. Current certification for each of the organization's coaches;
 - e. Current Insurance Coverage documents as set forth in Section I.7;
 - f. Current Culver City Business Tax Certificate; and
 - g. Current non-profit status documentation-if applicable.

H. New Organizations Desiring Year-Round Rental – Application Process

Due to limited space and available time, a new organization wishing to be considered for use of available lanes must take the following steps by September 1st prior to the year it wishes 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 1st. (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 the program provides to the community;
 - The number of residents served by the program (Do residents receive any benefit?); and
 - Does the program utilize other pool facilities?
4. **By November 15th 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 below in accordance with Section I.**
 - a. Request for Lanes Packet (RLP);
 - b. *Rental Terms and Conditions, signed by an authorized representative of the organization;*
 - c. List of names of the organization's coaches;
 - d. Current certification for each of the organization's coaches;
 - e. Current Insurance Coverage documents as set forth in Section I.7;
 - f. Current Culver City Business Tax Certificate; and
 - g. Current non-profit status documentation-if applicable.
6. **If the required documentation is not received by December 1st at 5:00 p.m. PRCS will be unable to complete the permit and will move on to the next program on the list**

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I. Lane Rental Submittal Required Documents Defined

1. Request for Lanes Packet (RLP); Includes the ***Rental Questionnaire*** and ***Program Background Information sheet***. All forms must be completed and signed by an authorized representative of the organization;
2. ***City's Rental Terms and Conditions***; the terms under which the rental must be conducted which has been completed and signed by an authorized representative of the organization;
3. A list of names of the organization's coaches;
4. Copies of the certification for each of the organization's coaches;
5. Documentation establishing the organization's Culver City resident status, in accordance with Section B (only applies to organization claiming residency status);
6. Documentation establishing each individual participant's Culver City resident status, in accordance with Section C (only applies to organization claiming residency status);
7. Certificate of Insurance and Additional Insured Endorsement for an occurrence based Comprehensive General Liability ("CGL" policy, at least as broad as ISO Form CG 0001, in the minimum amount of Two Million Dollars (\$2,000,000) each occurrence, with not less than Four Million Dollars (\$4,000,000) in annual aggregate coverage. The CGL Policy shall have the following requirements:
 - A. The policy shall provide coverage for personal injury, bodily injury, death, accident and property damage and advertising injury, as those terms are understood in the context of a CGL policy. The coverage shall not be excess or contributing with respect to City's self-insurance, commercial liability insurance, or any pooled risk arrangements;
 - B. The City of Culver City, members of its City Council, its boards and commissions, officers, agents, and employees shall be named as additional insureds in an endorsement to the policy, which shall be provided to the City and approved by the City Attorney. (Please note coverage types and limits are subject to change based on industry standards and best practices.);
8. A current Culver City Business Tax Certificate;
9. A current Internal Revenue Service Form 990 (only applies to organization claiming non-profit status).

J. City's Right of Rescheduling and Cancellation

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.