

## **City of Santa Monica Swim Center** **Pool Allocation Guidelines for Permit Groups**

The guidelines below pertain to permitting of the Santa Monica Swim Center, which houses two outdoor pools: The Splash Pool (25 meters x 25 yards), a large, shallow recreation pool and the Fitness Pool, a 50-meter pool (50 meters x 25 yards) with a diving section. The Fitness Pool contains 17 short lanes or 8 long course lanes. The Splash Pool can be divided into a total of 10 short course lanes.

The Swim Center also has an upstairs meeting room with an attached Sun Deck. The meeting room and a portion of the Sun Deck are available for rental for aquatics-related activities and meetings.

### **Priority System**

City of Santa Monica pools are permitted out according to the following priority system:

1. City of Santa Monica Programs
2. Santa Monica College (SMC)
3. Santa Monica-Malibu Unified School District (SMMUSD)
4. Santa Monica-based Non-Profit Youth Sports Groups
5. Santa Monica-based Primary and Secondary Private Schools
6. Santa Monica-based Non-Profit Adult Sports Groups
7. Santa Monica-based Organizations and Businesses
8. Non-Santa Monica-based Organizations and Businesses
9. Filming

Definitions for the above mentioned groups are provided in the City's Fee Resolution #9410. Use of the facility by Santa Monica College is governed by the City of Santa Monica-Santa Monica College Joint Use Agreement, which specifies the college's seasonal use of the Fitness and Splash pools.

After the needs of the City, Santa Monica College and SMMUSD are met, #3 is considered for remaining access space. If the demands for desired space exceed pool space availability of remaining time slots, requesting groups are allotted space based on their priority category and on the number of residents within their organizations that will use the Swim Center's pools. Each competing group within a given category will be ranked according to the number of residents in their group divided by the total number of residents of all groups within that category (See example below under "Field Allocation Procedure"). As outlined in the allocation procedure described below, those groups with larger numbers of resident members receive higher priority.

## **Application Process and Timeline**

Applications for pool access are accepted once per year, between August 15th and September 15<sup>th</sup>. Permits are awarded for a one-year period, beginning July 1 of the year awarded through June 30<sup>th</sup> of the following year. Notification of application decision is made by October 15th. Even though permits are granted for a one year period, pool allocation times are assigned by season: Summer (9 weeks), fall (9 weeks), winter (21 weeks) and spring (13 weeks). Seasons may vary a bit by year in order to adhere to the Santa Monica Malibu Unified School District's school year calendar.

The timeline for the four aquatic seasons are as follows:

Fall: First day after Labor Day through first Sunday in November  
Winter: First Monday in November through the last Sunday in March  
Spring: Last Monday in March through the last Sunday in June  
Summer: First day of July through Labor Day

Permit groups may request seasonal adjustments on a yearly basis and new requesting groups may apply for pool access each year during the application period. If additional pool space is available, groups may amend their requests.

Requesting groups must indicate the number of residents that are members on the application. It is required that groups document the number by providing a roster of all members at the time they submit the application. Further documentation will be requested through presentation of identification as individual members enter the Swim Center during the first month of each season.

Fees for the subsequent season will be calculated and an invoice deposit of the total costs will be sent with confirmation. The deposit is due and payable before the beginning of each season. Permits will not be processed for the subsequent season until the final invoice is paid in full.

## **Allocation Procedure**

Requesting groups within a given priority category will be given allocated pool time according to the number of Santa Monica residents who are members. The allocation is based on the percent of the number of residents in a given requesting group to the total number of residents among all groups within that category. If scheduling conflicts arise, the percent of resident members determines the proportionate amount of available pool time, or lane hours, the group receives. Lane hours are based on the total number of available lanes times the number of hours in the desired time slot.

### *Example:*

There are three youth nonprofit groups, A, B and C, that would like pool access between 4 to 6pm daily for 10 weeks of spring programming. This totals 100 hours. Assuming there are 10 lanes available for that time period over the spring season, the total number of lane hours

available is 1,000 (10 lanes x 100 hours). Resident memberships are 100 for A, 50 for B and 200 for C, which totals 350 hours combined. The percent of available pool time each receives is as follows, based on a total number of 1000 available lane hours and a total of 350 members across the three groups:

Group A      100 residents/350 = 29%  
Group B      50 residents/350 = 14%  
Group C      200 residents/350 = 57%

The percents listed above are then used to calculate the number of lane hours allotted to each group for the spring, as follows:

Group A      1,000 lane hours x 29% = 290 lane hours  
Group B      1,000 lane hours x 14% = 140 lane hours  
Group C      1,000 lane hours x 57% = 570 lane hours

### **Short Term Permits**

The Swim Center can accommodate occasional, short-term use by groups. Priority for short-term permits will be given to those groups that apply during the regular permit application period, August 15<sup>th</sup> through September 15<sup>th</sup>. However, groups can apply for short-term permits throughout the year, at least one-month prior to the requested season.

### **Lane Subletting and Forfeiture**

Subletting of lanes is not permitted.

Lanes that are regularly underused will be forfeited at the discretion of the Community Aquatics Program. After discussion with user groups, forfeited lanes will be reassigned for rental to the next group in line according to the formal priority allocation system, or when there is no such group, assigned to other kinds of programming. "Underutilization" is defined as four or fewer swimmers per short course lane and seven or fewer swimmers per long course lane. Forfeiture of lanes will be instituted only when they are underutilized 50% or more of the time.

Refunds for cancellations will only be given with two or more weeks advance notice.

### **Prohibited Uses**

The Santa Monica Swim Center may not be used by permit groups for private instruction, private clinics or any other for-profit activity.

### **Tournament Rentals**

Requesting groups can apply for use of the Swim Center for tournaments, although the City is limited in the number of tournaments that can be held each year, as outlined in the Environmental Impact Report. Fees are charged on a per-hour basis and include rental of the Meeting Room.

**Meeting Room Rental**

The Swim Center's Meeting Room and a portion of the attached Sun Deck are available for rental by permit groups for aquatic-related meetings. Meeting room access can be requested at any time by completing a room rental application. There is a two-hour minimum for rentals.

Team members, as well as other community members, may rent the Meeting Room for parties. Interested individuals are required to complete a Swim Center Room Rental Application, and apply at least two weeks in advance of the party date. Parties may be held only during hours of recreational swim.

**Facility Closure**

The Santa Monica Swim Center is closed on the following days: Thanksgiving Day, December 25<sup>th</sup>, January 1<sup>st</sup>, Presidents Day and Martin Luther King Jr. Day, and a minimum of two weeks of closure through the year for facility maintenance and repairs (please check with management).

**Facility Limited Hours**

The Santa Monica Swim Center has limited hours on the following days: Friday following Thanksgiving Day, December 24<sup>th</sup>, December 31<sup>st</sup>, Memorial Day (Last Monday of May), July 4<sup>th</sup>, Labor Day (First Monday of September).