



VETERANS' MEMORIAL AQUATIC CENTER
94-801 Kamehameha Hwy
Waipio, Hawaii 96797

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Application FOR USE OF PARKS FACILITIES
AT CENTRAL OAHU REGIONAL PARK VETERAN'S MEMORIAL AQUATIC CENTER

1. Organization Representative will need to submit an application requesting the usage of the Aquatic Center to the Pool Director.
 - ~ Permits will be re-newed:
 - ~ Monthly for daily or single-use activities.
 - ~ Quarterly (3-month periods) for team practices.
 - ~ Sport venues may be schedule one year in advance
 - ~ All date and times requested are subject to availability of the facility.
 - ~ **All requests are pending until:**
 1. **Completion and return of application to Pool Director.**
 2. **Final confirmation of dates and time by Pool Director.**
 3. **Final approval by the Department of Parks Permitting Section.**
 - ~ Organization may be assessed a user's fee and be given special conditions for use of the facility as part of their application request.
2. Team representative will ensure that all member's associated with his/her team will abide by all the Department of Parks and Recreation Rules and Regulations. (see attachment A and B.)
3. Team representative will have a certified lifeguard/safety marshal on the main pool deck during all team practices/events.
4. Each organization representative will submit the following document to the Pool Director as part of their application request:
 - a. Name of coaching staff.
 - b. Name of designated lifeguard(s) / safety marshal(s).
 - c. Team emergency phone numbers / email address.
 - d. Show original certification, and team documents, and submit photo copies:
 - i. Lifeguard & First aid certificate or equivalent
 - ii. CPR for the professional rescuer certificate
 - iii. Copy of U.S. Diving, Swimming, Water Polo Coaches Registration Card or identification ID.
 - iv. Safety Training for coach's certificate

recognized organization.

- e. Non-profit certificate or letter from IRS verifying non-profit status.
- f. Liability insurance ~ naming the City and County of Honolulu as an additional insured.
- **Organization Representative:** Primary contact person.
- **Team Representative:** Coach, Instructor, secondary person who has been designated by organization.
- **Lifeguard/Safety Marshal:** Is a designated person whose primary function is to supervise and oversee team safety and to ensure facility rules are followed by all its members. *These individuals need to be identified in writing by their organization to the Pool Director and submit copies of the appropriate documents listed in item 4. as part of there application.*

The designated lifeguard/Safety Marshal needs to check in with the facility staff to identify him/herself as the designated lifeguard / safety marshal for each session.

Requesting to Host a Sporting Venue at the Aquatic Center:

The following form's are needed to host an event.

- a. secure dates and time from the Aquatic Center Director.
- b. Submit an Application for Use of Park Facilities.
 - i. Name of Organization
 - ii. Name of event
 - iii. Date & Time of the event
 - 1. Time should include set up and break down time.
 - iv. Anticipated number of spectators / participants.
 - v. Representative information
 - 1. Contact numbers
 - 2. Address
 - 3. Signature
 - vi. **APPLICATION MUST BE SUBMITTED AT LEAST THREE (3) WEEKS PRIOR TO DATE OF EVENT TO THE DEPARTMENT OF PARKS PERMITS SECTION.**
- c. **Application for Temporary Concession**

A Temporary Concession Permit is needed for any sales conducted on City property.

concessionaire. Bronson's at CORP

**PLEASE CONTACT GUY TAKAKI (kitchen manager)
(808) 677-5163 or GARY ICHIMURA (808) 391-5010
(owner)**

You need to contact the Kitchen Manager 1-2 weeks prior to your event, to make appropriate arrangements for running a food concession and / or sales of any food and beverage items sold on property during your event.

A Certificate of Clearance from the Department of Health is needed for all sales of food items (not sold by Bronson's) to spectators and participants.

The following information is needed to complete your Temporary Concession permit form:

1. Non-profit Status
2. Liability Insurance policy with the City and County as additional insured
3. Type of concession (list of items selling)
4. Signature
5. **APPLICATION MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO DATE OF EVENT TO THE CITY DIRECTOR OF FINANCE.**

- d. Organization may be assessed a users fee, and given special conditions for use of the facilities as part of their application.
- d. Permit Request form may be picked up at the Veterans Memorial Aquatic Center, or at the Frank Fasi Municipal Bldg, Parks Permit Section, 650 South King Street, Honolulu, HI.

Department Of Park & Recreation
General Swimming Pool Rules

1. An adult must accompany children seven (7) years of age and under. Pool staff may require the adult to be in the water with the child if the child is not able to swim unsupervised

Amendment to Rule #1 for Veterans Memorial Aquatic Center - ONLY

Pool staff may request any youth under the age of 15 years old to perform a swim test to determine his or her swimming ability to safely lap swim unsupervised. Staff may also require the parent / guardian to circle swim with the youth in one lane if youth is unable to swim laps unsupervised.

Justifications:

Because the Aquatic Center was designed for advanced to competitive swimming, the pool is open for public lap swim only. (Lap swimming is defined as continuous movement from wall to wall). The swim test will allow the staff to determine if a youth is capable of swimming laps during the designated public lap swim hours.

2. Any person having an infection or communicable disease shall be excluded from the public swimming pool. Persons having any open blisters, cuts, etc. shall be warned that these are likely to become infected and advised not to use the pool. (DOH)
3. Spitting, spouting of water and blowing the nose in the public swimming pool shall be strictly prohibited (DOH)
4. Swim suit and swim shorts must be worn by persons on deck or in the water. Shorts may be knee length as long as movement is not restricted. Heavy grade walking shorts and jams below the knee are not acceptable. G-string type suits are not allowed. Swim attire must be clean before entering pool.
5. Patrons using sunscreen: sunscreen (SPF 15 and above) should be applied at least 20 minutes prior to entering the water.

6. Swim cap or rubber bands are required for people with shoulder length hair or longer.
7. Swimmers must take a head-to-toe shower before entering the pool. A bather leaving the pool to use the toilet must take another shower before entering the pool (DOH)
8. The following are prohibited on deck or pool area.
 - i. Eating, drinking of alcoholic beverages, juice/soda drinks and gum chewing
 - ii. Running, horse playing, jumping backward and spinning
 - iii. Smoking
 - iv. Street cloths, shoes
 - v. Suntan oil (sun block SPF 15 and above is allowed)
 - vi. Radios or amplified sounds, except when used for classes or organized activities
 - vii. Pets or other animals

The following items are also prohibited from the pool area except for organized activities:

1. artificial or floatation equipment
2. face mask snorkel, swim fins, diving equipment (weights-belts,) ankle, wrist weights
3. exercise equipments

Amendment to rule #8 –for Veterans Memorial Aquatic Center - ONLY

The following items and equipment are permitted during the designated lap swim hours:

- 1. Plastic water bottle for re-hydration during training session**
- 2. Artificial or floatation equipment used for aquatic training and /or therapy**
- 3. Face mask, snorkel, swim fins for lap swimming training**
- 4. Water exercise weights, (which includes wrist, belt, and ankle weights) providing the person’s head remains above water or near the surface to allow breaths to be taken.**

Note: NO under water swimming or running with weight attached to the person is permitted during lap swim hours.

swimming area. A swimming skills test may be given by the pool personal to determine swimming ability, and patrons may be directed to swim in an appropriate part of the pool.

Amendment to rule #9 – for Veterans Memorial Aquatic Center - ONLY

Rule #9 will be deleted.

Justification

Veterans Memorial Aquatic Center has a minimum depth of 8 feet.

10. Abusive or foul language is prohibited: such language is not in good taste and will offend other patrons. Persons who violate these rules shall be asked to leave the premises.
11. Emergency or exit signal must be observed. Swimmers must leave the pool area immediately upon the signal or request of the pool personal, counselors, or group leader. An emergency may exist in which all persons may be asked to leave the premises.
12. Street cloths and shoes must not be worn on the pool deck area designated by the pool staff.
13. The Management staff or City shall not be responsible for any damage or theft of personal property.
14. The swimming pool shall be immediately closed for cleaning in the event of an accidental fecal or vomits discharge. All bathers shall be ordered to leave the public swimming pool until such substances are removed. A closed system public swimming pool shall be disinfected before the pool is reopened for use. An open system public swimming pool shall be kept closed until it is determined that the water quality meets the standards

Additional Rules and Regulations.

1. User groups may store their equipment on site during the period of their permit, provided such equipment does not impede normal operations, and space is available.
2. User groups are responsible for set up, break down, and must return all facility equipments and amenities to their original placement upon leaving the facility.
3. User groups are not to infringe on public patrons during posted lap swim hours. (As a user group you are given exclusive time to utilize the facility during normal operational hours.) The posted lap swim hours are to accommodate the general public as part of our scheduled operational hours.
4. Groups will not be permitted to request the use of facility before 6:30 am and after 9:30 pm for exclusive use. This will include set up, break down and re-setting pool back to its original configuration.
5. Group representative shall inform his or her group to park in marked stalls, and not to park or drive on the grass. (Parking shall be permitted along gravel service road located to the west of the Aquatic Center as an overflow parking during scheduled events.)
6. Groups are responsible to police and dispose of all trash generated by their event.
7. Team representative, and a facility staff will perform a walk through at the end of the event to check the facility.

Memorial Aquatic Center for team practice, and or competition

events:

- i. Athlete(s) need to be accompanied, and supervised by a Certified Coach at all practice sessions and competition events.
- ii. Team Coach(es) needs to be on the main deck at all times to supervise their athlete(s) during all practice sessions and / or competition events.
- iii. Coaches and athletes are required to abide by all City and County Rules and Regulations while on City property.
- iv. Coaches are asked to assist lifeguards by enforcing all City and County, Parks and Recreation Rules and Regulations during all practice sessions and / or competition events.
- v. Coaches will follow their Governing Body on Rules and Regulations for Safety Protocol.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE DEPARTMENT OF PARKS WILL RESULT IN TERMINATION OF PERMIT.

Acknowledgement:

Organization Representative

Date

Pool Director

Date