

## Taylor Mill Swim Club Special Events policy

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The Taylor Mill Swim club believes in being a good member of the community. The swim club is often asked to allow the use of the facilities for special events by many different. While the swim club would like to allow all events we cannot due to conflicts. Ultimately the decision made will be with the members in mind. We are going to set a broad policy and requirements to ensure the decisions are equitable. The following guidelines and procedures will start for the 2012 season.

- A request for the use of the Swim Club must be submitted and reviewed by the board at the regularly scheduled monthly meeting **prior to the date of the event**
- The request must be submitted to the club president by the Monday prior to the meeting.
- The requests will be decided on a case by case basis. Factors including the type, date, time, and impact to the members of the pool will be major factors.
- Any event approved must follow the club rules, especially the use of or bringing on property of alcohol and tobacco. **Any member or guest of the event failing to follow the rules will be asked to leave the premise.**
- The request must include the following:
  - Type of event
  - Date and times of the event
  - Number of people expected/estimated
  - The organization and lead person for the event
  - Liability waiver
  - 503c organization /tax id number
  - Particulars of the event (will food be brought in, other items etc.)
- Requests for signage in the front area would also follow the same protocol.