

Clive Aquatic Center

Group Request and Agreement Acknowledgement – 2019

This form is to be completed by the director or coordinator of the organization. Once completed, please submit via email to blongren@cityofclive.com or via fax at (515) 457-3092.

The Clive Aquatic Center no longer creates charge accounts for organizations at this time. Groups can pay cash, check, or credit card (VISA/MasterCard/Discover) at the pool admissions desk each visit. Please see the Group Agreement on the second page of this packet for more information on scheduling, fees, and checking in at the facility.

Business Name _____

Business Address _____ City _____ Zip _____

Is your group tax exempt?
 No _____ Yes _____ *(If yes, complete the Iowa Sales Tax Exemption Certificate and attach)*

Organizer's Contact Name _____

Day # _____ Cell # _____ Email _____

(Please indicate numbers we can call in case of emergency, incident, or closures.)

| # Children | Day of Week | Date | Time Arrive | Time Depart |
|------------|-------------|------|-------------|-------------|
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Please read and initial each item:

_____ I understand the request for at least **1:8 staff:child ratio**, and if it is not available that day, I will not bring my group.

_____ I will educate staff that **staff and children** need to wear the provided wristbands.

_____ I understand **staff are asked to wear swimsuits and be in the water actively supervising children**, as close to arms reach as possible. (Clive understands 1 staff may need to be on land as the "base," but the rest should be supervising in water and within arm's reach.)

_____ I will share the agreement, rules, and training material with staff before sending them to the aquatic center.

I hereby agree to indemnify and hold harmless the Clive Parks & Recreation Department and City, its agents, commissioners, officers, volunteers and employees ("Released Parties") from any and all liability for personal injuries or damages I may hereafter sustain while participating in Department sponsored activities whether such personal injuries or damages are caused by the negligence of the Released Parties or otherwise, to the full extent permitted by law. I understand that there are inherent risks in participating in these activities. I also give my permission for any photos/videos of these activities taken during the facility open hours to be used for future departmental promotional materials. The individuals mentioned on this form, have my express permission to engage in swimming activities at the Clive Aquatic Center.

I understand that refunds are not given for any reason; including weather conditions, ability to use the facility, or conflict with facility guidelines. My signature indicates that I accept the terms and conditions of this sale.

Signature of Director or CoordinatorDate

Clive Aquatic Center Group Agreement – 2019

Businesses (day cares, camps, and youth programming) bringing a group of swimmers are asked to:

1. Provide 24-hour minimum advance notice for groups of 10 or more who plan to visit the Clive Aquatic Center to blongren@cityofclive.com.
NOTE: We cap at 150 group swimmers total per day. If we have reached the cap limit from other groups that are scheduled/attending for that day, we will ask you to choose another date.
2. All members of the group must enter the facility at the same time. **If some children are using Clive and/or West Des Moines season passes**, please have them organized separately to swipe their personal cards so we do not charge you for those children.
3. The Clive Aquatic Center will have all groups sign in at the Admissions Desk. They will need to indicate group name, number of youth, number of staff, person in charge, and will receive wristbands for staff and youth. Each group will receive a different color to help ID groups for aquatic staff regardless if you provide wrist bands or not.
4. While at the Clive Aquatic Center, the children and staff within the group will be responsible for and expected to adhere to all pool rules and guidelines. They will be reviewed with the group outside the gate prior to entry from a Clive Aquatic Center staff.
5. Groups shall contact the Clive Parks and Recreation office at 515-223-5246 between 8am – 4:30pm Monday-Friday if they will not be attending on a scheduled date for any reason. This will allow us to let other groups join us at the Clive Aquatic Center.
6. A maximum ratio of 1 staff who is actively supervising **in water** for every 8 swimmers (1:5 and within arm's reach at all times is preferred). Please check with the Department of Health on any additional requirements based on the age of children you plan to bring. This includes an expectation of staff wearing swimsuits and being **in water** with the children actively supervising.
7. **For the safety of all swimmers**, we ask staff and swimmers shower prior to entry of the pool. Locker rooms are on site for shower use.

Group Admission Fees to the Clive Aquatic Center:

| | |
|-------|------------------------------|
| Youth | \$ 5 (\$4.72 if non-taxable) |
| Staff | Free |

Clive and West Des Moines pass holders **must** present their pass upon entering the facility, otherwise the group will be charged.

SHARE THIS AGREEMENT & INFORMATION WITH YOUR ATTENDING STAFF!

Brian Longren, Recreation Coordinator:
(515) 867-5090 (direct line) or blongren@cityofclive.com



Iowa Sales Tax Exemption Certificate

This document is to be completed by a purchaser whenever claiming exemption from sales/use tax. Certificates are valid for up to three years. *Seller:* Keep this certificate in your files. *Purchaser:* Keep a copy of this certificate for your records. Do not send to the Iowa Department of Revenue.

| | | |
|----------------------------|-------|-----|
| Purchaser Name | | |
| Address | | |
| City | State | ZIP |
| General Nature of Business | | |
| Telephone Number | | |

| | | |
|-------------|-------|-----|
| Seller Name | | |
| Address | | |
| City | State | ZIP |

Purchaser is doing business as a:

- Retailer
Sales Tax Permit No. (if required): _____
- Retailer Car Dealer DOT No.: _____
- Wholesaler Farmer Lessor
- Manufacturer Nonprofit Hospital
- Private Nonprofit Educational Institution
- Governmental Agency including public schools
- Qualifying Residential Care Facility
- Non-Profit Museum Other: _____

Purchaser is claiming exemption for the following reason:

- Resale Leasing Processing
- Qualifying Farm Machinery/Equipment
- Qualifying Industrial Machinery/Equipment
- Qualifying Replacement Parts Qualifying Computer
- Pollution Control Equipment Recycling Equipment
- Research and Development Equipment
- Direct Pay (permit no. required): _____
- Other: _____

Description of Purchase: Attach additional information if necessary. _____
Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser: _____ Title: _____ Date: _____ 31-014a (08/16/11)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed. The certificate must be complete to be accepted by the seller. The seller can accept an exemption certificate only on property that is qualified (see the exemptions below) or based on the nature of the buyer. If property or services purchased for resale or processing are used or disposed of by the purchaser in a nonexempt manner, the purchaser is then responsible for the tax.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit. Retailers with a sales tax permit number must enter it in the space provided.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail; chemicals, solvents, sorbents, or reagents used, consumed, dissipated, or depleted in processing personal property intended to be sold ultimately at retail; fuel used to create heat, power, or steam for processing or used to generate electric current; and chemicals used in the production of free newspapers and shoppers guides.

Qualifying Farm Machinery/Equipment: The item must be directly and primarily used in agricultural production; and must be one of the following:

1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. a replacement part for 1, 2, 3, 4, 5, 8, 9
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production; if attached to or towed by a self-propelled implement.

Qualifying Industrial Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer
- directly and primarily used in processing tangible personal property or certain other research activities
- certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution
- certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller must enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt.

NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.