

Meet Management Addendum

Thank you for your interest in hosting your event at the Waukesha South Natatorium. Please read over the included information and return the contract and deposit in order to reserve your date. Your date is not guaranteed until the contract and deposit is received. If you have any questions, please contact 262-970-0641.

Please note that any meet rental during the months of June, July, and August must not start before 9:00 a.m. with warm-ups not starting before 8:00 a.m.

When you rent the Waukesha South Natatorium, the following is included:

- 8 or 10 lane configuration
 - Warm-up/warm-down space is available in 8 lane configuration
- South Side Bleachers
- North Side Bleachers ONLY if over 225 swimmers per session. If under 225 swimmers per session and renter wants the North Side Bleachers, cost is \$250.
 - School District reserves the right to refuse North Bleachers based on school activities
- Concession Stand
 - The concession stand may have to be shared with the Waukesha South Booster Club if there is an activity on the date you are requesting.
- PA System
- Timing System
 - Scoreboard
 - Touch pads and back up buttons
 - Putting in and taking out touch pads and equipment must be supervised by Waukesha Express Manager. Any damage incurred without Express manager will be renter's responsibility.
 - Starting horn/microphone
 - Timing system computer and printer for timing system
 - Meet management computer and printer(s) with all necessary cables
 - Printer and Network
 - \$50/day for use of all 3 printers, computers, and cartridges due to wear and tear and office costs
- Facility Manager to open facility and close facility
 - Rental times begin with door opening of locker rooms and end when the last person renting leaves the building
 - Prior day setup may be requested 2 weeks in advance, but not guaranteed
 - When prior day setup not available, doors will be opened by facility manager only 1 hour prior to warm-up time.
- Facility Manager to assist with timing system and other facility hardware

What is not included:

- The classroom next to the pool office is no longer available for Officials and Coaches hospitality. Tables can be set up outside of that classroom/office for hospitality if the host team chooses to.
- Office supplies (paper, staplers, pens, pencils, tape, etc)
- Clipboards
- Stopwatches for timers
- Setup and clean up crew
 - Bleachers not cleaned by host team/renter will result in a fee of \$250

These lists may not be all inclusive. If you have any questions regarding other items and whether or not they are included or available, please call.

Your responsibilities when you host a meet at the Waukesha South Natatorium include:

1. To respect all exclusive agreements that Waukesha South High School and Waukesha Express Swim Team have entered into with vendors. To date, these include:
 - All soda and sports drinks must be purchased by Coca-Cola, through the Waukesha Express Swim Team's Coke representative. The items must be purchased in advance, the product will be delivered to the pool and you will be billed. See Beverage Inventory List for ordering. Renter will take all unused product with them at conclusion of event.
 - All-American Aquatics is the exclusive vendor for the sale of swim supplies and event apparel during meets and will sell at all meets scheduled in the South Natatorium. The host team will receive 5% of sales from the meet. Please contact All American Aquatics at 1-800-910-7946 to verify starting times and make arrangements for meet apparel if you wish to offer such at your meet.
 - Culvers is an official sponsor of the Natatorium and your heat sheets must include a full page ad from Culver's on the last page of each session's heat sheet. It is your responsibility to get a copy of that ad from the Waukesha Express Website, www.waukeshaexpress.org
2. Your group will be responsible for picking up debris in the bleachers, stands, hallways, concession stand, entry way, and off the deck after each session and at the conclusion of the meet. If you do not fulfill this responsibility you will be charged an additional \$15.00 per hour for extra custodial time, and you may lose the ability to rent the Natatorium in the future.
 - Bleachers not cleaned by the host team will result in a fee of \$250.

Swim Meet Pool Rental Rates

Pool Rental	\$150/hour
This begins with time Waukesha Express Manager opens locker rooms and ends at the time that the last person with host team exits the building.	
Lifeguard (each)	\$15.00/hour
Timing System Support	\$35.00/hour
Excess Clean-Up	\$15.00/hour

*Time is calculated to the nearest quarter of an hour.

Swim Meet Clean Up Duties

Meet Date: _____

	Pick up trash on bleachers and spectator areas
	Pick up trash on pool deck
	Pick up trash in entry way, concession stand and hallways
	Pick up trash in locker rooms
	Gather all lost and found items from all areas and take with you at the conclusion of the meet
	Clean concession area
	Remove score/result sheets from all bulletin boards, walls, windows at end of meet. Also remove any tape from these areas.
	Take all papers and office supplies that you brought with you from upstairs computer area

If you do not leave all areas clean then you will billed at \$15.00 per hour for clean-up.

Reviewed by:

Meet Staff

Aquatic Center Staff