

## **Guidance for Filling out the Facility Use License Agreement and Contract**

The first page of the Contract is where your school or organization provides Clearpool with many of the details that help us plan for your trip. The contact information should be the person coordinating the trip.

The section requesting number of students and adults should be filled out as accurately as possible; we use these numbers to schedule instructors and staff, to order food, to schedule cleaners, to prepare program materials and class spaces and to prepare your deposit invoice. Aim for a margin of error of no more than 5 people one way or another. There needs to be one adult per 10 students attending the facility. If you plan to give chaperones a break during the day, there will need to be enough chaperones to cover for the person on break. If your numbers change from those noted in the contract, you have until a week before the start of your trip to report the changes to our staff. After the one-week deadline, the invoice will not be adjusted to accommodate decreases in numbers. An increase in numbers will be assessed and invoiced upon your group's arrival at Clearpool.

At the bottom, please indicate if your trip is an **educational trip**. Instructors will be scheduled according to your needs. Any and all water activities require lifeguards and their services are billed accordingly. Evening program offerings vary and will be billed accordingly. They range from free to \$400 and everything in-between.

**Cottage cleaning** can be done by you or by us. There is a cleaning charge if you elect us to do it. If you decide to clean, a checklist will be given to you, and your group will be responsible for leaving the cottage in order for the next group. If it is not in order, and we need to clean it after you, we may assess the cleaning fee to cover our cost.

**Nursing:** If your group requires nursing services (for medication administration) it is best if you can arrange for this coverage. If you are unable to bring a nurse with you and you would like us to help you find a contract nurse we are happy to do what we can. Contract nursing fees range from \$30/hour to \$65/hour. The more lead-time we have, the better chance we have of getting a lower rate. Less than 3-4 months lead-time, and the rate is likely to be at \$65. We can almost always provide a nurse on two weeks notice at the \$65 rate.

We require a **“Certificate of Additional Insured”** naming Clearpool Inc. for the dates of your trip. You can request this from your insurance company as soon as you sign the contract. If you are not familiar with this procedure, not to fear! Your insurance company will know exactly what you are talking about. When you request your certificate please let them know that we need to see the following:

1. Workers Compensation coverage  
It is possible that some schools will not be required to carry this coverage, in which case a short statement should be included to that effect.
2. Sexual Abuse coverage  
If this is not currently part of your insurance plan, it can often be added at little or no charge and is a requirement for us to accept the certificate.

Some schools may not carry a commercial insurance policy, if this is true for your school, please include a letter to that effect, and how your school/organization IS covered for liability purposes.

Please call with any questions you may have when filling out the contract. We'll be happy to help.

