**RESERVATION REQUEST - PAN AM POOL**

|  |
| --- |
| **Type of Event:** |

**Reservation Date(s): Time:**

**Organization:**

**Contact Information**

|  |  |
| --- | --- |
| **1. Name:** |  |
| **Contact Number(s):** |  |
| **Address:** |  |
| **Postal Code:** |  |
| **Email:** |  |
| **2. Name:** |  |
| **Contact Number(s):** |  |
| **Address:** |  |
| **Postal Code:** |  |
| **Email:** |  |

**Expected Attendance** Be as accurate as possible as this will affect staffing costs on the permit

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Number of Athletes** |  |  |  |  |  |  |  |
| **Number of Coaches/Officials/**  **Volunteers** |  |  |  |  |  |  |  |
| **Number of Spectators** |  |  |  |  |  |  |  |
| **Total Attendance** |  |  |  |  |  |  |  |

**Facility Access**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Facility Access Time** |  |  |  |  |  |  |  |
| **Break Start Time** |  |  |  |  |  |  |  |
| **Break End Time** |  |  |  |  |  |  |  |
| **Facility Exit Time** |  |  |  |  |  |  |  |

**Event Itinerary-make more copies of this page if required**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |
| **Date:** | **Location(s):** | |
| Warm up Start: | Warm up End: | # of Swimmers: |
| Event Start: | Event End: | # of Swimmers: |

**Facility Set-Up Requirements – complete area that pertains to your sport – use diagram**

***Speedswim-Main Tank***

**Requested Water Temperature: \_\_\_\_\_\_\_\_**⁰C/F Average: 28⁰C/82⁰F

□ **25 Meter Course** □ **50 Meter Course**

□ **Shallow Pool:**

**Number of Lanes**: \_\_\_\_\_\_\_\_\_\_\_\_

□ **Start Blocks:**

□ **Head Wall** □ **Shallow Bulkhead**

□ **Touch Pads**

**Specific Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **False Start Ropes**:

**1 2**

□ **Backstroke Flags**

□ **Stanchions**

□ **1 Meter Dive Boards Raised**

□ **3 Meter Dive Boards Raised**

**Main Tank Deck - Table/Chair Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Set-up Date/Time** | **# of Tables** | **#of Chairs** |
| **Dive Tank** |  |  |  |
| **Middle Tank** |  |  |  |
| **Shallow End** |  |  |  |
| **Set-up Requirements:** | | | |

***Speedswim-Training Tank***

**Requested Water Temperature: \_\_\_\_\_\_\_\_**⁰C/F Average: 26⁰C/80⁰F

□ **25 Meter Course** □ **50 Meter Course**

□ **Start Blocks**

□**Touch Pads:**

**Specific Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ **False Start Ropes**:

**1 2**

□ **Backstroke Flags**

□ **Stanchions**

□ **Warm-up Lanes:**

**Number of Lanes**: \_\_\_\_\_\_\_\_\_\_\_\_ **Specific Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□**Training Tank Deck Area - Table/Chair Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Set-up Date/Time** | **# of Tables** | **# of Chairs** |
|  |  |  |  |
| **Set-Up Requirements:** | | | |

****

**Room Use and Table/Chair Requirements \*use diagram\***

□**Boardroom**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Multi-Purpose Room**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Lounge Kitchen**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Training Tank Meeting Room**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**2nd Floor Serving Area**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Grey Mat Area**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Walk/Jog Track**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

□**Poseidon Room**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day** | **Date** | **Time** | **# of Tables** | **#of Chairs** |
| **Access** |  |  |  |  |  |
| **Exit** |  |  |  |
| **Set-up Details:** | | | |

