

**City of Albuquerque
Parks & Recreation Department
Aquatics Division**
PO Box 1293 Albuquerque, NM 87103

It is time to begin scheduling groups for our Group Use program for the upcoming 2015 summer season!!! Pools are available for Group Use from **June 1st to August 7th**. **We will only begin to process group requests starting February 2nd**. Please remember that this is a first come first serve basis. We have thirteen sites all together, seven outdoor, five indoor and one outdoor Spray Pad. The times and days you may choose from these pools will be on weekdays only from 12:30-2:00 PM or from 2:00-3:30 PM (with an exception of Sandia and Sierra Vista which will be 12:30-2:00 or 2:30-4:00, as well as West Mesa Aquatic Center which will be 12:30-2:00 pm or 3:00-5:00 PM). **The Wells Park Spray Pad will be available for an 11:30-1:00 shift or a 1:30-3:00 shift.** The total number of children per group will be a maximum of 30. Scheduling at each pool varies, so please clearly indicate the day and time your group would like to come. It is possible to request more than one day a week. If this is something you are interested in please indicate which days on your request form and the pool will do their best to accommodate you. Please keep in mind that summer is our busiest season and there are numerous activities conducted at all of our sites. We will do our best to honor your first request. However, due to the high number of requests we may not be able to accommodate the exact day of the week or time you prefer, so please fill in your alternate preferences.

In order to maintain the safety of your group, **CHILDREN MUST BE ABLE TO STAND ON THE POOL BOTTOM** with their heads above the water. This is very important! The shallow end of most pools is **THREE (3) FEET DEEP** with the exception of the Los Altos pool which is deeper (**shallowest end is FIVE FEET**). We require that you have instructors ***in the water*** with your participants with **1 leader to every 10 children. WADING POOLS ARE OFF LIMITS FOR GROUP USE BECAUSE OF THEIR LIMITED SIZE.** All children must be 6 years of age or older to participate in the Group Use program. Also, be advised that children should come dressed ready to swim. This will eliminate the distraction of watching clothing. **ALL CHILDREN AND ADULT SUPERVISORS MUST WEAR PROPER SWIMMING ATTIRE: bathing suits with liners - no gym shorts, bike shorts or street clothes.**

There are several options for the submission of your Group Use request. A blank request form is attached so that it can be filled out and sent back to our aquatics staff. You can email the form back, fax the form or mail the form. Our newest form of submission, which we began using last year, can be found on the City of Albuquerque's Aquatics website. Here you can find a copy of this letter as well as an online request form. You can fill out the information so that it can be sent directly to our aquatics staff for processing. As it has been stated before our pools fill up quickly as this is a first come first serve program. We recommend sending your requests via email or via the online form as to make this process more efficient.

Below is our information for emailing, faxing or mailing your request form:

Parks & Recreation Department, Aquatics Division
1801 4th St. NW - Albuquerque, NM 87102
Email: jreese@cabq.gov
Fax: 768-5305
Phone: 768-5368

OR

You can go to our website:

<http://www.cabq.gov/parksandrecreation/online-services/swimming-group-use-form/>

fill out the online request form and hit submit!

They will be processed in the order they are received and will be confirmed in writing shortly thereafter. If you choose to fax or mail your request, **please follow up the next day with a phone call to ensure that the fax/mail was received.**

PLEASE NOTE: You will not be able to visit the pool with your group until you have met with the Pool Manager! Please contact the pool manager to schedule your meeting after your time slot(s) have been set. If you fail to meet with the Pool Manager by April 28th, your reservation will be given to another group.

Should you have any questions, please contact our office at 768-5368.

Sincerely,

The Aquatics Staff