



Scheduling:

We request that you notify our office as soon as you have a date in mind for a visit. This will ensure the facility is staffed appropriately.

We offer 4 convenient options for scheduling your group visit to the Aquatic Center:

- 1) **Online.** Please visit www.CityofWinona.com, Park & Recreation, Parks, Facilities & Rentals, Recreation Centers, Bob Welch Aquatic Center, Group Visit Info to complete the online Group Request form. You will receive an email confirmation within 5 business days of your request being sent.
- 2) **Fax.** Complete the printable Group Request form and fax to (507) 457-8219.
- 3) **Mail.** Complete the printable Group Request form and mail it to:
Winona Park & Recreation Dept
207 Lafayette Street
Winona, MN 55987
- 4) **Call,** our main office at (507) 457-8258.

Check-In:

Upon arrival to the Bob Welch Aquatic Center we ask that one representative from your organization check-in at the main desk. When doing so the rest of the group should remain on the bus or outside the doors.

The Aquatic Center staff working the desk will ask the representative from your group the following information:

- Their name
- Name of person that scheduled the visit
- Total number of adults & youth present
- Roster of youth in attendance for the day (only if using membership billing) ** See membership billing information

Once the Aquatic Center staff has complete information they will ask a manager to meet your group at the concession stand gate. The manager will open the gate for your group to enter the facility. This will avoid lines and congestion in the main lobby. Once inside the gate, please pick a meeting spot for your group during the day and enjoy the facility. A manager will review the rules and any questions with your staff and students.

Payment:

There are three payment options to choose from. Please select the option that will work best for your organization.

- 1) **100% billed.** If you would like to be billed for your visit to the Aquatic Center, we are happy to bill you on a bi-monthly basis. Our office will process all group visits to the Bob Welch Aquatic Center on or about the 1st and 15th of each month. Invoices will be generated and mailed within five business days.
- 2) **100% paid.** If you would like to pay at the time you check-in at the Bob Welch Aquatic Center, we accept cash, check or credit card. The front desk will provide you with a total for your admissions and a receipt.
- 3) **Membership.** For some of our groups that come weekly, purchasing memberships is a cost saving avenue for them. If using the membership option, we will request the same information at check-in and will require a roster be submitted with the total number of staff and the names of youth participants that are present that day. Since it takes time to check-in several participants, we will allow the group to enter the facility while Aquatic Center staff complete the check-in process as time permits at the front desk. Once all participants have been checked-in, any discrepancies will be reported to group staff. Any student or additional staff member that does not have a membership, the group will be billed for. Groups are encouraged to purchase memberships for staff.

**Please note that each membership (student or staff) is \$44. There are no group rates or discounts offered.

Bob Welch Aquatic Center
780 West 4th Street * Winona, MN * 55987
(507) 453-1646
www.CityofWinona.com