

Dear Coach,

Hello from the City of Coral Springs Aquatic Services Department. It is that time of year that we welcome universities and club teams to reserve space for the upcoming training season **2017/2018**. As always, our commitment toward being the number one facility to train at in South Florida continues to be a priority. All used and outdated equipment is consistently being updated and replaced as needed. This exemplifies our commitment to the sport of swimming and diving and our customer service. To request facility training space for the upcoming season, follow the steps listed below. This must be followed accurately to receive the best training times possible. **No Team will be favored over another.**

- 1) To be considered for training space, please send a non-refundable \$500.00 deposit for swimming or \$250.00 for diving. All deposits should be **made payable to the City of Coral Springs**. Deposits/letters received will be put in sequential order according to their postmarked date. If numerous letters are received at one time, they will be selected via lottery process accordingly to said postmark. However, if training space has been filled to capacity, your deposit will be returned in full.
- 2) Please fill out the attached "Letter of Intent" and return with requested deposit.
- 3) Once a deposit has been received, I will send a receipt and contact you to review information and times available.
- 4) All training schedules are on a first come, first serve basis.
- 5) **The fees are as follows: \$6/per athlete/day, if you are staying at a "host Hotel" plus \$1.50 per person/day if the fitness room is being utilized. If you are not staying at a "host hotel" the fee will be \$8/per person/day.**
**If utilizing a travel agency the fee will be \$8/per person/day, unless other arrangements have been made prior to booking.*
****Fees do not include tax. All teams claiming a tax exemption must provide a tax exempt certificate for the State of Florida when reserving their trip.****
- 6) We have refined and upgraded our hotel/motel list, however, if you have any other accommodation interests that are not on our list, please contact us immediately so we can negotiate the same agreement and pass on additional rebates and savings to your team.
- 7) The City of Coral Springs reserves the right to change schedules, as facility needs dictate.
- 8) Before training commences during fall/winter months, all teams must remit outstanding balances. A follow-up statement will be issued in November. If you have any questions, please contact my office listed below.
- 9) ***A certificate of insurance is required from each organization/institution listing the City of Coral Springs as additionally insured.***

The City of Coral Springs is dedicated to our customer satisfaction. I am confident we can meet your team needs and would be delighted to have your continued patronage at our facility.

We look forward to working with you. For additional information or assistance, please contact me at 954-345-2123 or by fax 954-345-2125.

Sincerely,

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Jay Walsh
Aquatics Administrator

LETTER OF INTENT

Training at the Coral Springs Aquatic Complex

To be considered for training at the Coral Springs Aquatic Complex, please fill out the following information. Once received, a confirmation will be sent to you of availability and time slots.

University/Team Name: _____

Coach's Name: _____

Address: _____

Phone # Office, _____ cell _____

Fax # _____ e-mail _____

Date of first workout: _____

Date of last workout: _____

Dates not training: _____

Give 3 (preferred workout times for A.M. and P.M.) They should coincide with training times as follows: 6-8am/2-4pm, 8-10am/4-6pm, 10-12am/6-8pm, and 12-2pm/8-10pm.

1) _____

2) _____

3) _____

Approx. number of Athletes Swim: _____

Approx. number of athletes Dive: _____

Weight training dates/times preferred: _____

Name of Hotel, phone & fax: _____

Date Arrival: _____

Departure Date _____ Total # of Rooms _____

Accommodation Information: Please contact me if you would like our hotel preferred providers list.

Fax: (954) 345-2125 OR **email:** jwalsh@coralsprings.org

Direct Line: (954) 345-2123 Aquatic Complex Number: (954) 345-2121

Upon confirmation of your reservation for training, (times & dates) a deposit of \$500.00 is required for swimming and \$250.00 for diving.

Thank you,

Jay Walsh, Aquatic Administrator

City of Coral Springs, FL