



## MIT Recreational Sports Academic Research Pool Rental Request Procedures

### Pool Use and Payment Protocol for MIT organizations:

- Pool Use Request must be submitted 2 weeks in advance.
- All participants must be affiliated with MIT.
- Standard rental fees include pool rental charges and staffing charges.
- Group that will have individuals in the water with their equipment will require two lifeguards to be on duty during the rental period.
- Regardless of payment arrangement, an MIT account number must be supplied after reservation confirmation has been received and prior to the first date of use for pool to be held.
- Request for payment for use will be done at the conclusion of the use via a JV transfer; a final invoice will be e-mailed to primary contact for informational purposes only.
- Facility damage will be added to final invoice.

### Conditions of Use

- Group must arrive all at once to be escorted into the facility.
- Group must clean up their equipment and supplies along with any trash after each pool session.
- Groups wishing to place objects into the water as part of research testing need prior approval from the Assistant Aquatic Director. Please note that it is our current policy to only allow these types of testing when the pool is closed. The available times for this type of use are typically Tuesday through Thursday from 9:15am to 11:00am.
- All pool rules and regulations must be adhered to.

### Cancellation of Use/No Show Policy

- Cancellations of any pool use need to be sent via e-mail to [jmello@mit.edu](mailto:jmello@mit.edu) no less than 3 business days prior to date of use. These cancellations will incur no charge.
- Cancellations that occur less than 3 business days prior to the event will still incur the staffing charges stated in the original confirmation.
- Cancellations or No Shows the day of the scheduled pool use will incur full pool rental charges and staffing charges as stated in the original confirmation.

For reservations contact:  
**Assistant Aquatic Director**  
Jody Mello  
MIT Recreational Sports  
77 Massachusetts Ave. W35-164  
Cambridge, Massachusetts 02139  
Phone: 617-452-2284 • Fax: 617-258-7343  
E-Mail: [jmello@mit.edu](mailto:jmello@mit.edu)