



POLICY AND APPLICATION FOR SWIMMING POOL OR SKATING RINK FILLING

NAME: \_\_\_\_\_  Swimming Pool  Skating Rink  
ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
DATE: \_\_\_\_\_ Estimated Gallons Needed (if known): \_\_\_\_\_

The following policy defines pool and skating rink filling by the City of Jackson Water Department and Fire Department.

The Jackson Water and Fire Departments can fill swimming pools and skating rinks for City of Jackson water customers or residents within the Jackson Fire District. Such services will only be performed during normal working hours (for Water Department) and when time, manpower, and equipment are available. The following procedures will be followed upon request of said services:

- Interested parties will make their request through the City of Jackson via this request form available at City Hall or online at [www.cityofjacksonmn.com](http://www.cityofjacksonmn.com).
- Requests will be forwarded by City Hall to the Water Department for in town requests or the Fire Department for out of town requests.
- The Water Superintendent will coordinate with the applicant for requests in town and a representative of the Fire Department will coordinate with the applicant for requests out of town. The Fire Department may assist the Water Department if necessary for in town requests.
- For planning purposes, a pre-visit to the property will be conducted to determine the most practical way to fulfill the request.
- When City of Jackson water is used the water will be metered and water amounts will be recorded and communicated back to City Hall and will be miscellaneous billed back to the customer.
- Fees will be determined by the City's water rates as stated on the City's Fee Schedule Ordinance. The customer will also be responsible for paying for the labor of City Staff to fulfill the request.
- Should the customer fail to pay the invoice for the water and labor it shall be certified to the property taxes with other special assessments.
- For requests fulfilled by the Fire Department a donation by the customer to the Fire Department's Relief Association is encouraged.
- By signing this request, the requesting parties will hold harmless and indemnify the City of Jackson and the Fire Department from any liability or any damages to persons or property,

including reasonable attorney's fees, caused by the process of filling a swimming pool, skating rink, and any associated actions.

On the day of your fill please do the following:

- Have your pool open, clean and ready to fill
- Have any and all pets secured inside the home or in a fenced area away from the pool or skating rink. City staff or the Fire Department will not enter if there is an unsecured pet.
- Have a clear path to run the hose to your pool or skating rink. We will do our best not to cause any damage, but the hose is heavy and can cause damage to grass, plants, fences, etc.

By signing below, I hereby state that I understand the above Policy for Swimming Pool and Skating Rink Filling and am requesting the City of Jackson Water Department and/or Fire Department to fill my pool or skating rink.

Applicant Signature: \_\_\_\_\_

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*Office use only: Amount Invoiced: \$\_\_\_\_\_ Invoice paid: \$\_\_\_\_\_ Cash    Check    Date  
paid:\_\_\_\_\_ Staff Initials\_\_\_\_\_*