

# Rental Form



INDOOR POOL PARTY

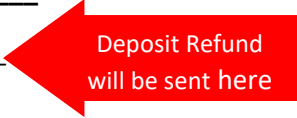
**PLEASE PRINT**

Rental Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number 2 & Name: \_\_\_\_\_

Address: \_\_\_\_\_



City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

\*In the event of cancellation, all refunds are done through city hall. A CHECK will be mailed to the above address.

Facility to be reserved for rental:

INDOOR POOL    AND     SMALL MEETING ROOM

**staple receipt here**

Rental Date: \_\_\_\_\_ Time of Rental: \_\_\_\_\_ to \_\_\_\_\_

Type of Function: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

*Who is the Rental Contact Person (the Person in charge)?*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Total to be PAID = \_\_\_\_\_ (Must be paid in FULL 2 weeks (14 Days) prior to rental)**

**Additional Guards: \_\_\_\_\_ (1 Guard required per additional 25 swimmers @ \$35 per guard)**

**Deposit Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_**

**Rental Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_**

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee initials: \_\_\_\_\_

Date of booking: \_\_\_\_\_

Deposit Due Date: \_\_\_\_\_

Rental Fee Due Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Date: \_\_\_\_\_**

**Account #: 110-34751-000**

**Amount: \_\_\_\_\_**

**For: \_\_\_\_\_**

**Requested by: \_\_\_\_\_**



## RESERVATION AGREEMENT CONTRACT LEWISBURG RECREATION CENTER INDOOR POOL PARTY.

1. Fee for renting the pool is \$175 dollars which includes the use of the small meeting room.
2. If your party exceeds 50 swimmers, you will be charged \$35 for each additional 25 swimmers.
3. A deposit of \$50 is required to hold the date and to cover repairs or damages should they occur.
4. Deposit is due within 2 weeks (14 days) of your booking date. If it is not paid, you will lose your date.
5. Rental Fee is due 2 weeks (14 days) prior to your event. If full payment is not paid by this time, your refund becomes non-refundable.
6. **If the event is cancelled within 2 weeks of the rental date, the deposit will not be refunded.**
7. **Your deposit will be refunded provided the party room meets inspection and you leave on time. Refunds are mailed and take up to 2 weeks to process.**
8. USER IS RESPONSIBLE FOR ANY AND ALL DAMAGES TO FACILITY OR EQUIPMENT. Damages will result in partial or total loss of deposit. The Parks and Recreation Department requests that all users inspect the room prior to their event so that both parties may be aware of any existing damage.
9. If deposit does not cover damages, an invoice will follow for additional charges.
10. Checklist (pg. 3) must be completed by renter and staff member on duty to guarantee deposit refund.
11. Tables and chairs are provided for your use. Please do not remove from the building.
12. Tables and chairs should be put up in proper fashion in storage area.
13. Blue or green painters tape ONLY! No tape on ceilings.
14. All trash should be taken to the BARREL outside the conference room door. Mop and sweep the floors before leaving the property. Wipe down tables and counters.
15. The Lewisburg Parks & Recreation Department is not responsible for any articles left, lost, or stolen from the building.
16. A park employee must be present at all times when the facility is rented.
17. It is unlawful for any person to consume or have on display any alcoholic beverage within the property of the Lewisburg Recreation Center. (Municipal Code-Title 10-Chapter 2-Section 226)
18. Since the facility is available for public usage, you may be requested to turn music down when other parts of the facility are open.
19. Maximum Occupancy by law is 50 people.
20. No fog or smoke machines are allowed.
21. No Smoking is allowed in the building.
22. Unattended children are not allowed in other areas of the building.
23. Any violations of rules may result in immediate vacating of the building without refund.
24. The Director may reserve the right to cancel the activities at any time if it seems necessary.
25. A minimum of (2) Certified Lifeguards must be on duty and present at all times for access into pool area.
26. Children under the age of ten (10) and persons unable to swim must be supervised by responsible adults at all times.
27. **The posted pool rules must be followed at all times during the course of the activity. The group must also follow the directions of the certified lifeguards on duty during the course of the activity.**
28. **In the event of non-thunder rain your party will be moved indoors. NO RAIN CHECKS NO REFUNDS! NO SWIMMING ALLOWED DURING THUNDER AND LIGHTING IN ANY OF OUR POOLS.**
29. **Pool party hours are 5pm-7pm. Security will be around at 7pm to lock door.**

The undersigned individual on behalf of any group or organization using the facility hereby releases the City of Lewisburg from any claim for damage or injury arising from the use of facility, and furthermore certifies that this information, release, and assurance of compliance has been presented to and accepted by all participants.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Indoor Pool Party check list:

Date of party \_\_\_\_\_ Name of renter \_\_\_\_\_

Name of lifeguard \_\_\_\_\_

POST PARTY CHECK LIST (to be signed by the staff and the renter):

	<u>Renter</u>	<u>Guard</u>
1. Tables wiped clean	_____	_____
2. Tables folded up and put into storage rack	_____	_____
3. Chairs folded up and put into storage area	_____	_____
4. Trash cans emptied into barrels outside and fresh liner put into it	_____	_____
5. Floors swept & mopped as needed	_____	_____
6. Refrigerator emptied and wiped out as needed	_____	_____
7. Kitchen counter wiped clean	_____	_____
8. Microwave wiped out	_____	_____
9. All decorations and tape removed	_____	_____

Time of Departure: \_\_\_\_\_

Customer signature \_\_\_\_\_ Employee signature \_\_\_\_\_

Pool party lifeguards check off the following:

- \_\_\_ hot tub shut off
- \_\_\_ noodles and kick boards put away
- \_\_\_ Trash emptied and a new bag put in
- \_\_\_ all trash removed from deck
- \_\_\_ All items removed from locker rooms \_\_\_ men \_\_\_ women
- \_\_\_ toilets flushed locker rooms \_\_\_ men \_\_\_ women
- \_\_\_ hot tub doors locked and closed
- \_\_\_ All pool doors locked
- \_\_\_ chemicals checked in all pools record here

LAP: CI \_\_\_\_\_ / PH \_\_\_\_\_  
 THERAPY CL \_\_\_\_\_ / PH \_\_\_\_\_  
 HOT TUB CI \_\_\_\_\_ / PH \_\_\_\_\_

Signature of each Guard \_\_\_\_\_ Signature of each guard \_\_\_\_\_ date \_\_\_\_\_