

Pool Use
Pool Party and Pool Rental

Pool Party/Rental Process

- Choose between a Pool Party or Pool Rental based on your event needs
- Complete and submit application with required deposit (at least two weeks prior to date) and initialed expectations
- Once date is confirmed with Aquatics Supervisor, provide payment (at least a week prior to party or rental date)

	<u>Pool Party</u>	<u>Pool Rental</u>
<u>Maximum Guests</u>	30 guests (swimming + non-swimming)	100 (swimming + non-swimming)
<u>Maximum Party Duration</u>	2.0 hours	3.5 hours (includes set-up and clean-up)
<u>Times Available</u>	1:00-3:00pm, weekends only	After regular operating hours, weekends only, end by 10:30pm
<u>Set-up Time</u>	12:30 prior to event, included in fee	Anytime, time included in application, fee associated
<u>Member Fees</u>	\$80 (res.)/\$105(non-res)	N/A
<u>Non-Member Fees</u>	\$150 (res)/\$175 (non-res.)	Less than 50: \$130(res)/\$180 (non-res) per hr More than 50: \$170(res)/\$190 (non-res) per hr
<u>Deposit</u>	N/A	\$100(res)/\$150(non-res)
<u>Tables/Chairs Included</u>	2 tables/10 chairs, in "party zone"	Entire pool facility available for rental
<u>Additional Tables/Chairs</u>	\$10 per table/\$10 for 5 chairs	N/A
<u>BBQ</u>	N/A	\$25 rental fee
<u>Inflatable</u>	N/A	\$25 rental (30 min)
<u>Certificate of Liability</u>	Required	Required
<u>Guest Waivers</u>	Required	Required

APPLICATION FOR POOL USE
Pool Party or Pool Rental

Pool Party or Pool Rental? Party _____ Rental _____

Date of requested use _____ Day of the week _____

Request made by: Name _____ Phone _____

Email Address: _____

Address _____

Organization Represented (if applicable): _____

Purpose _____

Maximum number of person to attending (swimming & non-swimming): _____

Current Pool Member? Yes (Member # _____) No

Hours requested _____ to _____ Total hours _____

Additional Amenities for an additional fee

Additional Chairs _____ (\$10 for 5) Additional Tables _____ (\$10each)

Inflatables (rentals only) _____ (\$25/30min) BBQ(rentals only) _____ (\$25)

Responsible adults available to assist the Rec. Center staff in an emergency or to maintain orderly behavior (please provide at least three with phone number):

1.* _____ 2.* _____

3.* _____ 4.* _____

It is the responsibility of these individuals to identify themselves to the Rec. Center Staff upon arrival and to advise the staff upon their departure from the premises.

This application for Use of Rec. Center Facilities must be signed, indicating that the information supplied by applicant is correct and that applicant has received and understands the Rules and Regulations for the use of recreation facilities.

Signature of Applicant _____ Date _____

HIGHLANDS RECREATION DISTRICT
AGREEMENT, WAIVER, AND RELEASE

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney’s fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the Districts’ facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of actions, suits and expenses, arising out of or resulting from its use of the District’s facilities.

I also agree to name the Highlands Recreation District as an additional insured on my homeowner’s policy for the period of time of facility use.

I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that said regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant _____ Date _____

District Use Only

Rate		
Deposit		
Insurance		
Rental Balance		
Waivers		

APPLICATION EXPECTATIONS

- Applications are issued to adults 21 and over only. All children attending the event must be supervised by an adult at all times. This includes anywhere on Recreation District property.
- The Highlands Recreation District reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition. In the event that the reserved area needed for District use or maintenance, the Highlands Recreation Center reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible and a full refund.
- The District schedules one pool party per weekend in the summer months, and these are reserved on a first come, first serve basis.
- Alcohol is not permitted
- All room rentals must be scheduled separately with the Recreation Supervisor

Fees, Etc.

1. A cleaning/damage deposit is required to reserve the date of the event. The deposit will be refunded provided the facility is left in a clean and presentable condition as determined by the Pool Staff and there is no damage, breakage or missing Recreation District equipment or supplies. **The individual or group granted use of the facility shall be held responsible for payment of any damage to or loss of Recreation District property, as well as the cost of any clean up required after their use. Any damage or charges will be billed as soon as possible after the event and any remaining deposit returned along with a statement.** *Initial* _____
2. Usage fees include: pool staff, use of tables and chairs. **Full payment and insurance is due one week before the rental.** *Initial* _____
3. Pool parties and rentals require the presence of lifeguards. The number of lifeguards needed will be determined by the Aquatics Supervisor and is based on the number of guests and type of rental. Any changes in number of swimmers must be communicated in advance. *Initial* _____
4. Pool Staff will monitor event, answer questions, and ensure all rules are being complied with before, during, and after rental. **Staff are not responsible for setup or cleanup.** *Initial* _____
5. Pool users will be asked to exit the pool at the end of the event. *Initial* _____

Deposit Information for Rentals

Deposit will be forfeited in its entirety if Pool Staff feels it is necessary to call in the Sheriff to re-establish order. *Initial* _____

Deposits will be returned to the Applicant in three to five business days following the event, assuming no damages or additional fees were incurred. *Initial* _____

Deposits can be transferred to Households as district credits. *Initial* _____

Insurance

A Certificate of Insurance with the **Highlands Recreation District** listed as additionally insured under a \$1 million dollar policy with an endorsement on the certificate is also required. The Certificate of Insurance may be obtained from the renter's homeowners insurance or through the Recreation District for an additional fee. **Initial** _____

Prior to Use

1. Any set-up and clean-up of chairs, tables, or other equipment is to be done by the renter. **Initial** _____
2. Mylar balloons are not permitted for safety reasons. **Initial** _____
3. No storage is permitted either before or after the event. All items, including catering and event supplies must be removed promptly at the conclusion of the event. The Highlands Recreation District accepts no responsibility for any items left behind.
4. Driving on the pathway is not permitted. **Initial** _____

During Use

1. **Smoking is NOT permitted on Recreation Center grounds.** **Initial** _____
2. Alcohol is not permitted in Pool Area. **Initial** _____
3. Fighting or other unruly conduct will not be tolerated and will result in immediate termination and forfeiture of the refund. The District Code of Conduct and Highlands Pool Rules need to be followed at all times. **Initial** _____
4. Children must be supervised at all times and remain in the pool area. **Initial** _____
5. If music is used during the event, it must be turned down at 8 p.m. Sunday through Thursday and by 10 p.m. on Friday and Saturday. It must also be at a level so that the swimmers can hear Lifeguards. This is to the discretion of Lifeguards/Pool Staff. **Initial** _____
6. A DJ or live band may be used for a Pool Rental only. DJ or live band the rules below must be followed:
 - a. The volume must not exceed acceptable level to pool staff.
 - b. When music is used all patrons in the pool must be able to hear the lifeguards over the music.
 - c. If there are complaints from the surrounding neighbors or supervisor, the music and/or subwoofer must be turned down or off. **Initial** _____
7. All evening rentals must end by 10:30pm. **No Exceptions.** **Initial** _____

End of Use

1. Clean-up of chairs, tables, or other equipment is to be done by the renter. **Pool Staff are not authorized to assist in any set-up or clean-up.** **Initial** _____
2. User must remove all garbage from party and all personal property at the conclusion of the rental. (The District is not responsible for loss of personal property). **Initial** _____
3. Pool Staff will review the Rental Checklists at the end of rental to determine if any items require additional follow up or charge against deposit. **Initial** _____

Pool Rules and Highlands Code of Conduct must be followed at all times. See Pool Rules listed below:

HIGHLANDS POOL RULES

1. Pool facility is closed unless a lifeguard is on duty.
2. Patrons need to shower with warm water before entering the pool and after using the restroom.
3. Persons who have had diarrhea in the past two weeks, infectious diseases, open sores and/or rashes are not permitted on Rec. Center grounds.
4. Appropriate bathing attire required in the pool (i.e. swim suits).
5. Children three (3) and under must wear a swim liner.
6. Animals are not allowed in the pool area.
7. Food and drinks permitted away from water only.
8. Spitting, spouting water and blowing one's nose in the water or deck are not permitted.
9. Children under ten (10) yrs. must be supervised by a responsible person fifteen (15) yrs. or older.
10. 'Kids' Break' is held each hour for ten (10) minutes during recreation swim longer than two hours. Children under the age of 17 must exit the pool, **including** the baby pool, during this time.
11. Horseplay (running, splashing, shoving, dunking, spitting, riding on shoulders, etc.) is NOT permitted.
12. Climbing is not allowed in the pool area (i.e. fence, guard stands, benches, etc.)
13. FLOTATION DEVICES ARE NOT PERMITTED (i.e. water wings, pfd's, swim suits with built in floatation pads, etc.).
14. Coast Guard approved lifejackets are allowed. Children using a lifejacket may be in the shallow end alone and in the deep end with an adult within arms reach. HRC has a limited supply of jackets and may ask patrons to use them if deemed necessary.
15. Face masks, fins, and snorkels are permitted only for adult surface swimmers during lap swim.
16. Novice swimmers must remain in the shallow end of the pool unless accompanied by an adult within arms reach, one child per adult.
17. Passing the proficiency swim test (one length of the pool strong crawl or breast stroke without stopping and treading water for 30 seconds) is required for swimmers under the age of 14 before they are permitted to leave the shallow end..
18. T-shirts are not allowed in the pool.
19. Glass containers are not permitted in the pool area.
20. Alcoholic beverages, illegal drugs and persons under the influence of these substances are not allowed beyond the pool gate.
21. Running on the pool deck or in the locker rooms are not permitted.
22. Diving is only permitted in the diving well and, when the diving board is closed along the deep end wall.

DIVING BOARD RULES

1. Diving board area may be restricted or closed at any time if deemed unsafe by lifeguard.
2. Jumping, swimming, or diving off pool side is not permitted in diving area when the board is open.
3. Only one (1) person allowed on the board at a time.
4. Only one (1) bounce and dive straight out from board.
5. Swim to designated ladder and climb out of pool after jumping off the board
6. Previous diver must reach the ladder before the next person dives.
7. The diving board is closed during lap swim.
8. Only face forward jumps/dives are allowed unless under instruction/supervision of diving instructor.
9. All flips are prohibited unless under instruction/supervision of diving instructor.
10. The diving board can be used by swimmer 250lbs and less.

SLIDE RULES

1. Slide area may be restricted or closed at any time if deemed unsafe by lifeguard.
2. Jumping, swimming, or diving, off pool side is not allowed in slide area.
3. Feet first and face up position only.
4. Only one (1) person allowed on the slide at a time.
5. Swim to designated wall after sliding.
6. Previous slider must reach the wall and swim out of the slide area before the next person slides.
7. The slide is closed during swim lessons and lap swim.