



FACILITY RESERVATION AGREEMENT - POOLS
PARKS AND RECREATION DEPARTMENT
 100 N. Appleton Street, Appleton, WI 54911 (www.appleton.org)
 Monday-Friday 8:00 AM – 4:30 PM (920) 832-5905

POOL: _____

DAY& DATE: _____ TIME: _____ TO: _____

APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: HOME/CELL: _____ WORK: _____

TYPE OF EVENT: _____ # OF PARTICIPANTS: _____

E-MAIL ADDRESS: _____

CONTACT NAME: _____

- **Food?** No ___ Yes ___ *If yes, please list quantity of food:* _____
- **Special Event?** No ___ Yes ___ *Booklet received? No ___ Yes ___*
Contact City Clerk for additional information
- **Open to General Public?** No ___ Yes ___ *Admission Fee Charged? No ___ Yes ___*
- **Special Activities or Needs?** No ___ Yes ___ *If yes, please list activity or needs below:* _____

I agree to indemnify and save harmless the City of Appleton and their employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Appleton properties herein specified. I have received a copy of the Facility Use Policies and Procedures located on the back of this agreement and agree to abide by all the rules and regulations formulated by the City Council for the use of buildings and facilities; and to adhere to all specifications and limits listed.

Signature _____ Date _____
 (Applicant must be 18 years of age or older)

FOR OFFICE USE ONLY

Approved **Denied** _____ **Date:** _____

Pool Rental
 ___ Hours @ \$ ___ = \$ _____
 ___ Guards @ \$ ___ = \$ _____
 Birthday Party Rental \$ _____
 Concession Permit \$ _____
 Other: \$ _____
Total: \$ _____

<i>Amt. Rec'd \$</i> _____
<i>Cash Check Charge</i>
<i>Date</i> _____
<i>Permit #</i> _____
<i>Receipt #</i> _____

<u>Minimum # of Guards for Pool Rental:</u>
Mead Pool (use of entire pool – 1-136 patrons): 5 Guards
Erb Pool (use of 50 meter pool only – 1-60 patrons): 3 Guards
of Guards increases with increased patron load and/or use of multiple pools (Erb Pool)
See back of sheet for pool rental & guard rates

Appleton Parks and Recreation Department Pool & Birthday Party Rentals

ERB POOL

Rental includes use of locker room areas, lobby, patio area, and 50-meter, instructional and wading pools. You can reserve just the 50-meter pool to reduce the number of lifeguards required. Food may be eaten either in lobby or patio area, not on any of the pool decks.

FEES: \$40.00/ hour

LIFEGUARDS: \$10.00 / hour

RENTAL TIMES: Saturday and Sunday mornings until 11:45 am, Monday, Wednesday, Friday, Saturday, and Sunday evenings after 8:00 until 10:45 p.m.

MEAD POOL

Rental includes use of locker room areas, lobby, and all features inside the facility including the pool, sand play area, sand volleyball courts, concession stand patio area, and water slide. Food may be eaten in concession area only, not on any of the pool decks.

FEES: \$65.00 / hour

LIFEGUARDS: \$10.00 / hour

RENTAL TIMES: Saturday and Sunday mornings until 10:45 am, daily after 8:00 until 10:45 p.m.

BIRTHDAY PARTIES – WEST POOL

The West Pool Lobby may be rented out to host your birthday party. Rental fees include use of the lobby area for one-hour prior to open swim, two complimentary adult swim admissions, balloon for the birthday person, tables and seating for up to 16 people. Individual admissions are payable at the pool for \$2.00 (youth 4-17 & 62+), and \$3.00 (adult 18-61). No food is allowed in the pool area, only in lobby.

FEES: \$25.00

RENTAL TIMES: Varies on season. Please call 832-5905 for availability.

REFUNDS AND CANCELLATIONS

A full refund of the rental fee for a cancellation of a reservation will be given if the facility can be rented to another party for the date cancelled. A \$10.00 charge will be assessed to all refunds. In case of cancellation of the rental by the APRD due to inclement weather, mechanical problems, etc., the APRD will attempt to reschedule the rental or issue a full refund.

FACILITY RESERVATIONS AND PAYMENT OF RENTAL FEES

- All applications for facility reservations must be made at least five (5) business days prior to the reservation date requested. Applications not made before this time period will be charged an additional \$10.00 for the reservation. Forms may be picked up at the Appleton Parks and Recreation Department or downloaded at our website Appleton.org under Parks & Recreations – Forms & Documents. Fees are to be paid in full five (5) business days from the date the reservation is made.
- Your rental will be approved once the Parks and Recreation Department receives your validated facility reservation agreement form and payment. An approved copy of your form will be sent to you as a confirmation. Please bring this copy with you to the pool on your rental dates.

EMERGENCY CALL LIST

West Pool	-	832-4151	Erb Pool	-	832-5917
Mead Pool	-	832-5918	Program Supervisor	-	419-0635
Emergency on-call staff	-	419-6001	Police – Non-Emergency	-	832-5500

LIFEGUARD POLICY

The renter may provide their own certified lifeguards; however, current certification must be on file prior to the rental. Name, address, phone numbers, and a copy of their lifeguard training, CPR, and First Aid certifications must be provided before the rental date. The lifeguards must guard from the areas designated by the Pool Manager. Failure to comply will void the rental and result in the loss of all fees paid.

DAMAGE POLICY

It is the user's responsibility to inspect the facility and report any problems. Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests. No additions, alterations, or changes to the park grounds, structures, or buildings are permitted without the written permission of the Appleton Parks and Recreation Department.