

**CONWAY SPORTS & FITNESS CENTER
SWIMMING POOL PARTY RESERVATION REQUEST**

**PARTY
RENTAL
TIME:**

PLEASE CHECK ON OF THE OPTIONS:	
<input type="checkbox"/> Friday	5:30pm – 7:30 pm
<input type="checkbox"/> Saturday	9:30am-11:30am
<input type="checkbox"/> Saturday	1:30pm – 3:30pm

DATE: _____

ATTENDANCE _____

The person filling this form out and signing the application is responsible for their party and must be on site the entire time the party is being held, including set up and clean up.

Name _____
 Address _____
 City _____ State _____ Zipcode _____
 Phone (best number) _____ Email _____

To reserve a time for a pool party, this application must be submitted no earlier than six (6) months prior to the desired date and no later than 48 hours prior to the reservation date. For this form to be processed, the refundable pool party deposit must be paid in full when the request is submitted.
Rental rate for Advance reservations (8 days to 6 months prior to party) **must be paid in full no later than the day of the event.**
Rental rate for late reservations (48 hours to 7 days prior to party) **along with deposit must be paid at the time of the request.**
Only cash, credit or debit payments will be accepted within seven (7) business days of the desired reservation.
A cancellation with less than 72 hours **written notice shall result in forfeited pool party fees.**

The Pool Party Rate listed below includes a party for up to 25 swimmers, non-exclusive use of the pool and exclusive use of the party room. The maximum number for a pool party is 35. Groups with 26-35 swimmers shall incur an additional per person guest fee as stated below. (This additional guest fee does not include bystanders, only swimmers.)

I/We applicant(s), agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to the Conway Parks & Recreation Department for processing. Applicant understands this request is subject to the approval of the Parks & Recreation Director or his designee. Applicant further agrees to save, defend, and hold harmless the City of Conway, SC, and it applicant's use of occupancy of any City of Conway, SC property or any activity conducted by applicant on that property. Failure to comply with guidelines listed herein may result in additional costs incurred for damages that may occur while the facility is being rented.

Signature of Applicant

Date:

Pool Party Rates: Deposit - \$75.00 (<i>Deposit is refundable</i>)	Additional Guest Fees:
\$90.00 (<i>Members</i>)	\$1.00 per person (<i>Members</i>)
\$115.00 (<i>City Resident</i>)	\$1.50 per person (<i>City resident</i>)
\$130.00 (<i>Non-Resident</i>)	\$2.00 per person (<i>Non-resident</i>)

Member ID# _____ Copy of contracted issued to renter: _____
 Non-member Rental Rate Paid \$ _____ Date: _____
 Rental fee paid by: _____ Cash Check # _____ Credit/Debit _____
 Approved by: _____ Date entered into Sportsman _____

Applicant may begin their set up for the birthday party no earlier than **30 minutes** prior to the date and time specified on the face of this contract. **Party room must be cleaned and returned to its pre-rental condition with all of the supplies removed no later than 30 minutes after the end time of the rental. No members of the party may enter the pool until the designated start time of the party. All party members must check in at the front desk.**

1. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of Conway, its agents/employees from any and all claims for loss/damages, including fees, fines, and/or penalties (including legal fees and costs incurred) arising from the applicant's use or occupancy of any City of Conway property for any activities conducted by applicant on that property.
2. The use of the pool and play features for parties is not exclusive. The pool is open to members at all times. The use of the party room is available exclusively for pool parties.
3. In the event of inclement weather, the indoor pool will close for thunder and/or lightning. The pool will re-open 30 minutes after the last sight/sound of lightning/thunder respectively.
4. No staples, nails, tape, thumbtacks, etc. may be inserted into or on the walls, ceiling fixtures, and doors. If walls are found to be damaged, the deposit will be forfeited.
5. Approximately 5 tables and 20 chairs are available for use in the party room. All equipment is clean and in good working order. Damages to any equipment shall be billed to the applicant. Do not sit or stand on tables respectively. **Tables and chairs are NOT to be removed from the party room.** Additional tables are located on the pool deck, but they may not be moved.
6. Applicant is responsible for removing trash, decorations, debris, and cleaning areas used for the party to its original condition. This includes sweeping, hosing, storing tables/chairs, etc. Cleanup must be completed by the end of the rental period. Failure to be out at the designated time will result in deposit forfeiture.
7. **DO NOT PARK ON THE GRASS TO UNLOAD.**
8. All exterior doors are to remain closed at all times.
9. No admission fees or funds in general may be collected from the public for any event held here at this facility.
10. Applicant shall be responsible for replacement cost of any damages that occur to the building or contents during their rental period. Parks and Recreation staff inspect the facility after each rental.
11. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks and Recreation staff and or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
12. Payment for additional party members is due by the end of the party and may be deducted from the deposit, unless other arrangements have been made. Lifeguards and front desk staff will verify the participant numbers with you.
13. All events (aged 20 and under) must be properly chaperoned.
14. The Parks and Recreation director reserves the right to deny applications submitted for pool party requests.
15. All decorations, equipment, paraphernalia, food, and trash installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on the front of this application.
16. **The person filling this form out and signing the application is responsible for this party and must be on site the entire time the party is being held, including set up and clean up.**
17. Independent contractors such as caterers, decorators, photographers, etc. that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:

SWIMMING POOL RULES & REGULATIONS

1. **Please shower with soap and water before entering the pool.**
2. Please see the lifeguard on duty for any questions or concerns.
3. NO profanity!

4. The City of Conway assumes **NO RESPONSIBILITY** for lost or stolen items.
5. No diving from the pool deck.
6. Glass is prohibited in the pool and on the pool deck.
7. Food and drink are not allowed within six feet of the pool. No glass containers and no alcohol.
8. Noise making devices such as whistles, horns, etc. are not allowed.
9. Injuries occurring on the premises should be reported to staff immediately.
10. Anyone with diarrhea or experiencing nausea should not enter the pool as well as anyone with eye or skin infections should not enter the water.
11. No pets allowed. Service animals are allowed.
12. Chewing gum is not allowed while in the pool.
13. Swimmers must be in bathing suits. Athletic shorts are permissible.
14. No horseplay of any kind.
15. Lanes are for lap swimming only. Please don't swim or play through these areas.
16. Children 10 and older may swim without adult supervision. Six to nine years old must have an adult on site. These ages must be able to swim independently in order to go into the big section of the pool.
AGES FIVE AND UNDER, A PARENT MUST BE WITHIN ARMS REACH AT ALL TIMES
17. Squirt guns are not allowed.
18. Obey the instructions of the lifeguards at all times.
19. Lifeguards are responsible for enforcing rules and regulations. If you have any questions/concerns please see the lifeguard. If the issue cannot be resolved, please speak to the facility supervisor.
20. Children of diaper age must wear swim diapers.
21. Do not run on the pool deck.
22. If an incident/accident occurs, please notify the lifeguard(s) on duty.
23. If a whistle is blown, stop and listen to instructions.

I Understand: Initials: _____

DAY OF PARTY CHECKLIST
SWIMMING POOL PARTY RESERVATION

Pool Party Renter: _____

Lifeguards: _____ **Pool Party Date:** _____

Pool Party Participants: _____ **Start Time:** _____ **End Time:** _____

_ Check in with lifeguards. The renter must be present during set-up, party, and clean-up. The Pool Party Renter is responsible for the entire group. Any damages to the Conway Sports and Fitness Center during your Pool Party time will be the responsibility of the renter.

_ Review information with Lifeguard pertaining to set-up and clean-up.

_ Review and ask questions about pool party and wibit rules.

_ All attendees not potty trained must have on swim diapers. (Available at the front desk for purchase.)

_ Lifeguards review safety information and rules with attendees. A Swim test can administered if necessary.

***** 5 AND UNDER MUST HAVE AN ADULT IN THE WATER; 9 AND UNDER MUST HAVE AN ADULT ACTIVELY SUPERVISING AT ALL TIMES. *****

_ Pay any fees for additional swimmers over the limit of 25 swimmers per party.

- Number of swimmers: _____

_ Lifeguards will notify pool party attendees when they may enter the water.

_ All rules will be enforced. If pool party attendees do not abide by the rules and regulations, lifeguards have the authority to remove said attendees from the pool and pool deck areas.

_ If any issues occur please notify the lifeguard before going to the front desk.

_ At the above end time the lifeguard will clear all swimmers out of the pool.

_ The Renter has 30 minutes to clean-up and exit the pool deck area. During clean-up attendees may NOT be in the water. All attendees must exit the water at the end of the pool party.

_ Renters must make sure that all trash is removed and put in proper receptacles.

_ Pool Party room must be left in condition prior to start of the party.

_ Before leaving the pool area check out with lifeguard.

THANK YOU FROM THE AQUATICS DEPARTMENT