

# OTTAWA **ORC** RECREATION COMMISSION

# FOREST PARK SWIMMING POOL

## PRIVATE PARTY RENTAL APPLICATION— SUMMER 2019

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

<b>Number of People Attending:</b>	≤ 25	26 - 50	51 - 75	76 - 100	101 - 125	126 - 150	151+
	\$125	\$150	\$175	\$200	\$250	\$275	\$325

Will Refreshments be Served: YES NO If yes, what will be served?: \_\_\_\_\_

How did you hear about our program? (Ads, Internet, Facebook, Word of Mouth, etc): \_\_\_\_\_

Would you like to join TextCaster to receive ORC information? YES NO Cell Phone Provider: \_\_\_\_\_

It is understood that USD 290, City of Ottawa, Kansas and the Ottawa Recreation Commission, its officials, officers, and employees will not be responsible for accidents, injuries, illness or loss of group or individual property relating to the use of the Forest Park Swimming Pool. I agree to indemnify and hold harmless USD 290, City of Ottawa, Kansas and the Ottawa Recreation Commission, its officials, officers, and employees against and from any liability whatsoever arising from the use of the Forest Park Swimming Pool by attendees, guests and/or myself.

### RULES AND REGULATIONS

\_\_\_\_\_ I agree to be present during all hours of the rental function.

\_\_\_\_\_ Solicitation and the selling of goods and services is not allowed at the Forest Park Pool before, during, or after any pool rental. Solicitation and/or the selling of goods and services will result in the immediate forfeiture of the pool party, facility rental, and facility rental fee.

\_\_\_\_\_ Pool Parties may not go over their maximum attendance number.

\_\_\_\_\_ I agree to be responsible for clean-up functions at the conclusion of the rental including but not limited to: removing trash, decorations and personal property; wiping off tables, chairs, & benches; cleaning up food & other messes left on the deck & in the concession area. A \$25 clean up fee will be billed to you in the event a mess and trash remain after your event.

\_\_\_\_\_ I agree to be responsible for damages caused by my attendees, guests, and myself. Damages will be billed to the person listed on the rental form.

\_\_\_\_\_ No alcoholic beverages will be allowed anywhere on the premises, including the parking lot.

\_\_\_\_\_ Posted operating rules at the pool, listed on the back of this form, are in effect.

\_\_\_\_\_ Weather Cancellations: ORC staff will make all determinations regarding pool party cancellations due to inclement weather. The on-duty manager, after consultation with the Recreation Manager, will call the contact renter at the above listed telephone number(s). The party will be rescheduled depending on availability, or a refund check issued.

\_\_\_\_\_ Personal Cancellations: In order to receive a full refund, personal cancellations must be made no later than 14 days prior to the scheduled rental. Cancellation requests received 14 days or more prior to scheduled rental will be refunded the rental fee less a \$25 cancellation fee. Cancellations made less than 14 days prior to scheduled rental will result in total loss of rental fee.

\_\_\_\_\_ Patrons are not allowed to set up prior to the rental start time.

\_\_\_\_\_ Patrons must have their party cleaned up and items removed by the ending rental time. A \$10 fee per every five minutes after the ending time will be billed.

**NOTE: Pool rentals are 1½ hours in length: Sunday, Monday, Wednesday—Saturday, 7:00 – 8:30 p.m.**  
**This time frame includes set up and clean up. Please be courteous and adhere to the appropriate ending time.**

As a condition precedent to the issuance of a permit for the use of facilities at the Forest Park Swimming Pool, I, the undersigned, agree to the following terms and conditions and assume the responsibility to ensure that my attendees, guests, and I abide by all rules and regulations governing the use of the facilities.

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

Office use only: Ck \_\_\_\_\_ Ck# \_\_\_\_\_ Ca \_\_\_\_\_ V/MC \_\_\_\_\_ Exp \_\_\_\_\_ Recpt # \_\_\_\_\_ Date \_\_\_\_\_  
 Employee \_\_\_\_\_ Amt Pd \_\_\_\_\_ Competed/Cancelled \_\_\_\_\_ Reschedule/Issue Refund \_\_\_\_\_ Date Rescheduled/Refunded: \_\_\_\_\_