Permit #: _____

# AQUATIC RENTAL APPLICATION AND AGREEMENT

City of Rosemead • Parks and Recreation Department
8838 East Valley Boulevard • Rosemead, CA 91770
(626) 569-2160 - Phone • (626) 569-2303 - Fax
www.cityofrosemead.org

| | | |
|---|---|---|
| Name: | Organization: | |
| Address: | City: | Zip: |
| Telephone Number: Day | Evening: | |
| Cell Number: | E-Mail Address: | |

| | |
|---|---|
| ☐ **ROSEMEAD AQUATIC CENTER**<br>9155 E. Mission Drive<br>(626) 569-2255<br>Area(s) Requested<br>_____ | ☐ **SPLASH ZONE - Garvey Park**<br>3233 Kelburn Avenue<br>(626) 569-2255<br>Area(s) Requested<br>_____ |

**TOBACCO PRODUCTS AND ALCOHOL ARE PROHIBITED IN OR AROUND CITY FACILITIES**

Purpose of Event/Function:_____ Number Attending:_____

Date of Event:_____ Day(s):_____

Hours from:_____to_____ **(Please include set-up and clean-up time)**

Residency Confirmed:_____

Will the event be open to the public? ☐ Yes ☐ No Will this be a fundraising event? ☐ Yes ☐ No
If yes, how will the proceeds be used?_____

**I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Rosemead, and its officers, agents, or employees from any liability, claim or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Rosemead. I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read, signed and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.**

**Signature of Applicant:_____ Date: _____**

**----------OFFICE USE ONLY----------**

**Date Received** _____ **Time Received** _____ **Staff Initial** _____

☐ **Approved** ☐ **Denied** **Supervisor's Approval:**_____

☐ **Approved** ☐ **Denied** **Director's Approval:**_____

## City of Rosemead • Parks and Recreation Department

## FACILITY FEE SCHEDULE

Name:_____Organization:_____

Address:_____City:_____Zip:_____

Home Telephone: _____ Cell: _____

(100)

### ROSEMEAD AQUATIC CENTER

| | Location | Area (Capacity) | Resident | Non-Resident | Total |
|---|---|---|---|---|---|
| | Pool Facility (picnic area excluded) | (500) | $ 75/hr | $ 150/hr | $ |
| | Exclusive Party | Includes full canopy (350) | $ 175/hr | $ 350/hr | $ |
| | Covered Picnic Area (1/2 Canopy) | * Canopy 1 or 2 (100) | $ 25/hr | $ 50/hr | $ |
| | BBQ rental | | $ 15/hr | $ 20/hr | $ |
| | Lawn Area (picnic) | * (100) | $ 25/hr | $ 50/hr | $ |
| | Lifeguard | Minimum 5 (100) | $ 16.20/hr | | $ |
| | Shelter Deposit | | $ 50 | $ 75 | $ |
| | Security Deposit | | $ 300 | $ 500 | $ |

### SPLASH ZONE

| | Location | Area (Capacity) | Fee | | Total |
|---|---|---|---|---|---|
| | Splash Zone Facility | Shelter not included | $ 75/hr | | $ |
| | Exclusive Party | Includes large shelter (350) | $140/hr | | $ |
| | Small Shade Shelter | * (36) | $ 25/hr | | $ |
| | Large Shade Shelter | * (70) | $ 35/hr | | $ |
| | BBQ rental | | $ 15/hr | | $ |
| | Aquatic Staff | Minimum 6 | $ 16.20/hr | | $ |
| | Shelter Deposit | | $ 50 | | $ |
| | Security Deposit | | $ 300 | | $ |

| | | Class III | Total |
|---|---|---|---|
| | **Special Event Insurance** | 1-100 = $215 / $230<br>101-500 = $360 / $375<br>501-1500 = $475 / $525 | $ |

* These areas are only available during regular recreational swim hours, must be rented for the entire duration of the recreation swim, and entrance fees must be paid for ALL in attendance.

**TOTAL FACILITY FEES DUE $ _____**

(This section to be filled out by staff)

Deposit submitted $_____ on date _____ Received by _____

Rental fees paid $_____ on date _____ Received by _____

If Event Insurance required, copy of certificate received on date _____ in the amount of $_____

Deposit refund of $_____ approved on date_____ by _____

Rev. 07/17/13

City of Rosemead • Parks and Recreation Department

# FACILITY CLEAN-UP CHECKLIST

| ☐ ROSEMEAD AQUATIC CENTER | ☐ SPLASH ZONE |
|---|---|

Name of Applicant:_____

Date of Event:_____ Facility/Room Used:_____

Start Time:_____ End Time:_____

----------**OFFICE USE ONLY**----------

| | ROOM/AREA | CONDITION/COMMENTS |
|---|---|---|
| | Tables and chairs wiped down | |
| | Pool | |
| | Splash Pad | |
| | Slides | |
| | All trash to be bagged at the end of the party. | Staff will remove trash. |
| | Decorations removed | |
| | Equipment removed | |
| | Restrooms – clean and free of debris | |
| | | |
| | | |
| | Other (specify): | |

Additional Comments:_____

_____

Signature of Staff Member:_____ Date:_____

Signature of Applicant:_____ Date:_____

Recommendation for Refund: ☐ Yes ☐ No

City of Rosemead • Parks and Recreation Department

## CANCELLATION POLICY

1. Reservations cancelled 1-14 days prior to event:

   Security Deposit - No Refund

2. Reservations cancelled within 15-30* days of the event:
   *Reservations made nine to twelve months in advance are subject to full deposit forfeiture for cancellations of 30 days or less.

   Security Deposit - 50% Refund

3. Reservations cancelled within 31-45 days of event

   Security Deposit - 75% Refund

4. All other cancellations subject to a $25 administration fee.

## CANCELLATION POLICY

I have read, understood, and agree to the terms of the cancellation policy as outlined above. Not withstanding the above policy, if the applicant is not in compliance with the policies and regulations as stated in the Rules and Regulations, may cancel the reservation upon notice to the applicant. All room rental fees and security deposits will be deemed forfeited.

Applicants Signature: _____ Date: _____

Staff's Signature: _____ Date: _____

## RULES AND REGULATIONS

I, the undersigned applicant, have read, understood, and agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

_____ _____

Applicant 's Signature Date

# RULES AND REGULATIONS

City of Rosemead facilities may be used for recreation, social, educational, or governmental functions only. The City reserves the right to cancel any reservation at a moments notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the event. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual. Under no circumstances shall Applicant sublease or allow any other organization or individual to use the facility for the period for which it is reserved.

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**APPLICATION PROCESS:**

1. Applicant must be at least 21 years of age. Proof of Rosemead residency is required at time of application.
2. **A facility is not considered rented until (1) Applicant delivers to the City the Facility Rental Application and Agreement, rental fee, deposit, and any other items deemed necessary by the City of Rosemead; and (2) the City of Rosemead, in its sole discretion, approves such rental in writing.**
3. The approval process takes a maximum of fourteen (14) working days. **Do not** advertise your event or print invitations prior to receiving written approval.
4. Reservations will not be accepted more than one year or less than 21 days in advance of date requested. Maximum duration in a facility is six (6) months.
5. Time requested must include decorating, event and clean-up.
6. Security Deposit is due at time of application. All fees must be paid 30 days prior to the event to avoid termination of application. Payments must be made by cash, check, money order, or cashier's check. Checks must be made payable to "City of Rosemead".
7. For events involving the general public, the applicant is required to procure Special Event Liability Insurance. The applicant shall furnish, to the City, appropriate certificates of public liability and property damage insurance in the amount of $1,000,000 naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses City of Rosemead facilities. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least thirty (30) days prior written notice to the City.

**APPLICANT RESPONSIBILITIES:**

1. Applicant must be present during the entire event.
2. All activities must cease and the facility completely vacated by 9:30 PM.
3. The group must appear within thirty minutes of time specified or permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the number attending on the application.
5. Activities for minors must be supervised by responsible adults on the ratio of at least one adult for every 20 minors.

6. Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by City) to receive a full deposit refund.
7. Applicant must conduct a walk through of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.
8. Applicant is responsible for the supervision of small children.
9. Applicant is responsible for ensuring all guests follow all pool rules such as no running, no horseplay, and no diving in shallow waters.

**DECORATIONS/SET-UP:**

1. Tape, staples, tacks and pins are prohibited on **all** surfaces including walls, tables, windows and doors. Only table decorations are permissible.
2. The use of candles, open flame, smoke or fog machines is strictly prohibited.
3. Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
4. All decorations must be removed by the applicant at the conclusion of the event.
5. City staff will set up tables and chairs prior in preparation of your use, please do not move once in place.

**PROHIBITED:**

1. **No intoxicating beverages or illegal substances are permitted on City property. Violation will result in the closure of the event and forfeiture of all fees.**
2. Alcohol and smoking is not permitted on City property. (Ordinance No. 001, No. 703, & No. 845)
3. No profane language or disorderly or unseemly conduct is permitted in any City facility.
4. No advertisements, circulations of petitions, solicitations, nor entry fees are permitted without written approval from the City.
5. Guests may not take food into the pool deck area, food must remain in picnic shelter area.
6. No storage of private property is permitted on City premises.
7. City facilities cannot be used for commercial purposes without written approval.
8. Bouncers and petting zoos are not permitted on City facilities.
9. Gambling of any kind is not permitted at any City facility.
10. City equipment shall not be removed from any City facility.
11. No animals are permitted at the facility, with the exception of guide dogs.
12. Applicant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility.

**REFUND OF SECURITY DEPOSIT:**

1. Refund of security deposit will take approximately 4-6 weeks after the conclusion of your event, provided there are no problems.
2. There will be a deduction from your security deposit for the following items: additional cleaning, repair or replacement, deviation from the rental agreement, extra staff time cost, or disturbances requiring law enforcement.
3. If Applicant violates any part of this agreement or reports false information to the City of Rosemead, the City may refuse Applicant further use of the facility and Applicant shall forfeit a portion of or all of the rental fee and/or the deposit.