



CIRCLE C AQUATICS REQUEST FORM AREA RESERVATION

Please type or print information legibly

Resident Name: _____ Event Name: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ Email: _____

Reservation Details *(Reservations must be a minimum of 2 hours, during normal operational hours, and end before 2pm)*

Location: Swim Center Area #1 (Next to Cafe) Community Center Area #1 (2 tables) Avaña Pavilion
 Swim Center Area #2 (South Gate) Community Center Area #2 (3 tables) Greyrock Area

Desired Date: _____ Desired Start Time: _____ AM PM Desired End Time: _____ AM PM
Total Duration (in hours): _____ Attendance: _____ Residents _____ Non-Residents (25 MAX)

Fees and Policies – *Initials required next to each statement*

- _____ I understand that the attendance listed above includes all attendees regardless of whether or not they are swimming.
- _____ I understand that a credit card must be on file with Circle C Aquatics in order to book this reservation.
- _____ I understand that the cost of Area Reservation is **\$15/hour** with a minimum of 2 hours. Payment is due at the time that this form is submitted. Reservations will not be made without payment.
- _____ I understand that I am liable for all guest fees from Non-Residents who attend this reservation, including those not swimming. I understand that these fees are to be paid to Circle C Aquatics immediately following the event.
The following payment options are available, please choose one:
 - Charge my card on file individually for each non-resident (\$3/each)
 - Non-Residents will pay their own fees upon entry (\$3/each)
 - I will buy a Guest Punch Pass: _____ 10 Pass - \$25 _____ 25 Pass - \$40
- _____ I understand that all guests, including Non-Residents, MUST check in with the Front Desk upon arrival. I understand that all Non-Resident households must have a Non-Resident Information Form on file before entering the pool facility. These forms are available online and at the office. Any Non-Resident under the age of 18 MUST have their form signed by a legal guardian prior to pool entry.
- _____ I understand that all attendees and guests of my reservation must abide by the Pool Standards, Policies, and Rules.
- _____ I understand that no alcohol of any kind will be allowed inside the facility. Glass containers are also prohibited.
- _____ I understand that a \$10 cancellation/reschedule fee will be charged to my credit card on file if I cancel/reschedule this reservation less than 7 days before the reservation date.
- _____ I understand that if the Aquatics Facility reaches maximum user capacity, I and/or my guests may not be able to enter the facility.
- _____ I understand that pool use is unpredictable and that, at any time during this reservation, a pool closure may occur due to contamination, weather, mechanical failure, or other events. A refund or rescheduling of this reservation will not be issued after the start time of the reservation.

I hereby agree to indemnify and hold harmless Circle C Homeowners Association, Inc. / Circle C Aquatics and its officers and employees from and against any and all liabilities for any injury which may be suffered by me or by my wards/guests arising out of or in any way connected with participation in the event listed above.

Signature: _____ Date: _____

Office Use Only

Total Amt Due: \$ _____ Total Paid: \$ _____ Pymt ID: _____ Cash Card Check # _____
Guest Fees Due: \$ _____ Total Paid: \$ _____ Pymt ID: _____ Cash Card Check # _____
 RIF on File Credit Card on File Entered on Calendar Confirmation Sent FD: _____ Date: _____



CIRCLE C AQUATICS RULES & POLICIES AREA RESERVATIONS

- Ⓒ In order to reserve an area at the pool, a Resident ID Form must be submitted and on file with Circle C Aquatics.
- Ⓒ A credit card must be on file with Circle C Aquatics in order to book a reservation.
- Ⓒ Area Reservations must be a minimum of 2 hours in duration and **must end no later than 2:00 p.m.**
- Ⓒ Event times must include all set-up and take-down time. Event hosts will not be permitted to set up for their event until the start time of the reservation.
- Ⓒ Payment is due at the time of event booking. No reservations will be made without payment.
- Ⓒ All hosts, attendees, and guests of this event must abide by the Pool Standards, Policies, and Rules.
- Ⓒ The host of this event is responsible for all guest fees of Non-Residents who attend this event, including those not swimming. All guest fees must be paid to Circle C Aquatics immediately following the event. Any guest fees left unpaid will be charged to the credit card on file.
- Ⓒ A Non-Resident Information Form must be submitted for each household of Non-Resident guests attending the event. These forms must be submitted prior to entering the facility. Non-Resident guests under the age of 18 must have a parent/guardian sign their Non-Resident Information Form.
- Ⓒ There is a maximum of 25 Non-Resident Guests allowed to attend any event. This includes those guests not swimming.
- Ⓒ Alcohol, glass containers, animals, piñatas, and outside furniture (i.e. tables, chairs, shade structures, etc.) are not permitted.
- Ⓒ All attendees of this event, Resident and Non-Resident, must check-in at the Front Desk upon arrival at the facility.
- Ⓒ All Non-Resident guests must leave the facility upon the event end time.
- Ⓒ The Front Desk Attendant can assist event attendees with any questions upon check-in.

Cancellations/Refunds

- Ⓒ Pool use is unpredictable, at any time during this program, a pool closure may occur due to contamination, weather, mechanical failure, or other events. A refund or rescheduling of this event will not be issued after the start time of the event.
- Ⓒ A 100% refund will be issued if the event is cancelled at least 7 days prior to the event date.
- Ⓒ A \$10.00 cancellation/reschedule fee will be charged to the credit card on file if the event is cancelled or rescheduled less than 7 days prior to the event date.
- Ⓒ If the Aquatics Facility reaches maximum user capacity, event attendees may not be able to enter the facility until room becomes available. No refunds will be issued for events impacted by maximum capacity.