



# CIRCLE C AQUATICS REQUEST FORM FACILITY RENTAL

Please type or print information legibly

Person/Organization: \_\_\_\_\_ Tax ID# (if applicable): \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Rental Details** (Private rentals may be made up to 3 months in advance & **must be outside of normal operational hours**)

Facility:  Swim Center Competition Pool  Community Center Pool without Slide  Avaña Pool  
 Swim Center Wade/Baby Pool  Community Center Pool with Slide  Greyrock Pool

Desired Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Start Time: \_\_\_\_\_  AM  PM Desired End Time: \_\_\_\_\_  AM  PM

Estimated Attendance: \_\_\_\_\_ 0-6 yr olds \_\_\_\_\_ 7-17yr olds \_\_\_\_\_ 18+ yr olds \_\_\_\_\_ Total Attending

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

- \_\_\_\_\_ I understand that a Certificate of Insurance must be provided 14 days prior to event date for events with more than 150 attendees. For events with less than 150 attendees, all Non-Residents will be required to fill out a Non-Resident Information Form prior to entering the pool facility.
  - \_\_\_\_\_ I understand that a credit card must be on file with Circle C Aquatics in order to book this rental.
  - \_\_\_\_\_ I understand that this form is only a request. Once booking is confirmed, I will receive an email confirmation.
  - \_\_\_\_\_ I understand pricing varies, depending upon event details and I must contact the aquatic staff for a price quote.
  - \_\_\_\_\_ I understand and agree that all attendees and members of my organization must abide by the Pool Standards, Policies, and Rules.
  - \_\_\_\_\_ I understand that payment, in full, must be received no later than 14 days before the event.
  - \_\_\_\_\_ I understand that no alcohol of any kind will be allowed inside the facility. Glass containers are also prohibited.
  - \_\_\_\_\_ I understand that if I cancel this event, written notification must be sent to Circle C Aquatics no later than 14 days before the event to receive a full refund. Any cancellations made less than 14 days before the event will be charged a \$50 cancellation fee. In the event that Circle C Aquatics must cancel this event, a full refund will be issued. \*No refund will be issued if notified less than 24 hours in advance.\*
  - \_\_\_\_\_ I understand that if I choose to reschedule this event after I receive booking confirmation, there will be a \$25 reschedule fee. \*Minimum 24 hour notice is required to reschedule.\*
  - \_\_\_\_\_ I understand that pool use is unpredictable and that 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.
- It is distinctly understood and agreed that the applicant assumes all risks for loss, damages, liability, and cost of expenses that may arise during or be caused in any way by such use or occupancy of the facility. The applicant/organization will save and hold harmless Circle C Homeowners Association, Inc. ("CCHOA"). The applicant/organization further agrees that in consideration of being permitted to use CCHOA Aquatics Facilities, they will save and hold harmless CCHOA and/or their employees and management from loss, claims, liabilities, or damages, and/or injuries or deaths of persons that in any way may be caused by this facility usage.*

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

Office Use Only  
 Staff Confirmed \_\_\_\_\_ LG \_\_\_\_\_ FD \_\_\_\_\_ Staff Charges: \_\_\_\_\_  Cert. of Insurance Received  
Total Amt Due: \$ \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_ Pymt ID: \_\_\_\_\_  Cash  Card  Check # \_\_\_\_\_  
 Confirmation Sent  Entered on Calendar Staff Initials: \_\_\_\_\_



## CIRCLE C AQUATICS RULES & POLICIES FACILITY RENTAL

---

- Ⓒ In order to book a private rental at the pool, a Resident ID Form or Non-Resident Information 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 Private Rental event.
  - Ⓒ Private Rentals must be a minimum of 2 hours in duration.
  - Ⓒ 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 rental.
  - Ⓒ Staffing needs are determined by Circle C Aquatics management and are based on Estimated Attendance as reported by the event host. Additional staffing may be required depending on actual attendance. Additional staffing costs will be charged to the credit card on file.
  - Ⓒ Payment is due no later than 14 days prior to the event.
  - Ⓒ A certificate of insurance is required to be submitted for events with over 150 attendees.
  - Ⓒ All hosts, attendees, and guests of this event must abide by the Pool Standards, Policies, and Rules.
  - Ⓒ 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 event hosts, attendees, and guests of this event 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. In the event that Circle C Aquatics must cancel the event prior to the start time of the event, a full refund will be issued.
- Ⓒ A 100% refund will be issued if the event is cancelled at least 14 days prior to the event date.
- Ⓒ A \$50.00 cancellation fee will be charged to the credit card on file if the event is cancelled less than 14 days prior to the event date. \*\*\*No refund will be issued if notified less than 24 hours in advance of the rental start time. \*\*\*
- Ⓒ A \$25.00 rescheduling fee will be charged to the credit card on file if the event is rescheduled after booking confirmation is made. \*\*\*Minimum 24 hour notice required for reschedules. \*\*\*
- Ⓒ 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.