



## CIRCLE C AQUATICS RULES & POLICIES FACILITY RENTAL

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- This form is only a **request** for an Facility Rental and does not guarantee or confirm a rental booking. Once this form is processed, we will contact you via email to confirm availability.
  - Rental times 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.
  - Payment is due at the time of event booking.
  - All rentals with more than 80 attendees must submit a Certificate of Insurance (General Liability).
  - For all rentals with 80 attendees or fewer, each attendee, whether or not they are a resident of Circle C, must submit a Rental Participant Waiver online at [circlecranch.com/rental-waiver](http://circlecranch.com/rental-waiver)
  - Alcohol, glass containers, animals, piñatas, confetti, water balloons, and outside furniture (i.e. tables, chairs, shade structures, etc.) are not permitted.
  - All attendees of the event must check in with Front Desk staff upon arrival.
  - Entry will be restricted to the number of individuals listed on the request form (with submitted waivers or a Certificate of Insurance on file).
  - Pool use is unpredictable and at any time during this rental a pool closure may occur due to contamination, weather, mechanical failure, or other events. A refund or rescheduling of a rental will not be issued after the start time of the event.
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### Cancellations/Refunds

- A 100% refund will be issued if the rental is cancelled at least 14 days prior to the event date. Cancellation requests must be sent via email to [coordinator@ccswim.net](mailto:coordinator@ccswim.net)
- A 50% refund will be issued if the event is cancelled less than 14 days prior to the event date, but at least 24 hours prior to the event start time.
- No refunds will be issued for rentals cancelled less than 24 hours prior to the event start.
- A \$100 rescheduling fee will be charged to the credit card on file if the event is rescheduled after booking confirmation is made. Minimum of 24 hours required for any reschedules.