

APPLICATION FOR POOL FACILITY RENTAL

John J. Sinda Community Swimming Pool
 Westchester Park District, 10201 Bond Street, Westchester, IL 60154
 Phone: 708.865.8200 Fax: 708.865.8242

Primary Contact: _____ Submission Date: _____

Organization (if applicable): _____

Address: _____ City: _____ State ____ Zip: _____

Primary Phone Number: _____ Alt Phone Number: _____

Email Address: _____

Date Requested: _____ Alt. Date: _____

Approximate number of guests: _____

Will your pool party include a DJ? Yes No

If yes please note: The volume of your DJ music and microphone announcements cannot exceed the volume as regulated by the manager on duty. Music with explicit language is forbidden. Failure to abide by managements request to lower volumes or cease playing music with explicit language will result in the cancellation of the DJ’s performance (without reimbursement to the renter for the DJ performance) and forfeiture of your deposit. Parties with DJ are required to fill out the addendum form at the end of this document. Live music is prohibited without prior written consent of the Executive Director.

Please provide a detailed description of your party and purpose of the rental of the pool:

Fees for 1 – 175 Guests

Day	Time	Fee	Water Slide Add	Kiddie Pool Add	Concessions Add	Over 175 Guest Add	Fee Total
Friday	8:15 pm – 10:15 pm	\$ 240.00	\$ 80	\$ 40	\$ 40	\$ 40	\$
Saturday	8:15 pm – 10:15 pm	\$ 240.00	\$ 80	\$ 40	\$ 40	\$ 40	\$
Sunday AM	9:00 am – 10:45 am	\$ 210.00	\$ 70	\$ 35	\$ 35	\$ 35	\$
Sunday PM	6:15 pm – 9:15 pm	\$ 360.00	\$ 120	\$ 60	\$ 60	\$ 60	\$
Sunday PM	6:15 pm – 10:15 pm	\$ 480.00	\$ 160	\$ 80	\$ 80	\$ 80	\$

POOL DEPOSIT: A deposit of \$ 100.00 is required to reserve the date. The full deposit will be refunded after the scheduled rental date; or a prorated amount of the deposit will be refunded after the rental less any expenses that the Park District incurs due to the rental; such as, property damage, excessive maintenance clean-up, time overage, etc. Time overage is billed after an allowance of 15 minutes from the rental’s scheduled end time. Time overages will be billed at \$ 33.00 per 15 minute increments. (e.g., 15 minutes or less = \$ 33.00, 16-30 minutes = \$ 66.00., etc.)

John J. Sinde Swimming Pool Rental Application

Due to the limited number of available dates and unpredictable weather condition the following policies will be enforced regarding pool rentals. Please acknowledge your understanding of each item **by initialing on each line.**

PERMIT RULES AND CONDITIONS

- _____ 1) A \$ 100.00 security deposit is required for all rentals. This security deposit is refundable provided there are no additional costs due to time overages, damages, etc.
- A 50% down payment of total rental fees is due at time of reservation. The remaining rental fee balance is due in the Administrative Office of the park district at least 10 business days prior to the rental. Failure to pay the remaining balance in this time frame will result in cancellation of rental and loss of deposit and down payment.
- If rental date is reserved within 10 business days of rental date, total rental fees are due at time of reservation.
- In either case, checks will not be accepted within 30 days of the rental date. Final payment made less than 30 days prior to rental date must be made with cash or credit card.
- _____ 2) Rental Confirmation: A courtesy phone call will be made by the administrative office the week of the scheduled rental. This call will clarify the renter's needs as well as where to enter, decorating requests, food placement, etc.
- _____ 3) Rental Rescheduling: Rescheduling for any reason 16 or more business days prior to rental date is permitted. If there are no dates available for the renter to reschedule their rental, the renter shall receive a full refund of all rental fees plus the security deposit upon request to the Administrative Office.
- Rescheduling for any reason within 15 business days of original rental date is not allowed and will be treated as a cancellation, subject to the cancellation procedure in item #4.
- _____ 4) Rental Cancellations: **16 or more business days prior to rental:** The security deposit and rental fee down payment will be refunded in full, provided the Administrative Office of the park district (708 865-8200) is notified of your intent to cancel during regular business hours (Monday thru Friday, 9:00 am – 4:30 pm).
 11-15 business days prior to rental: loss of security deposit and 50% of down payment.
 10 or fewer business days prior to rental: loss of security deposit and all rental fees.
- _____ 5) Severe Weather Conditions: In the event of severe weather conditions (defined as: thunder and lightning, severe storms, etc.), the pool manager on duty will determine if the rental should be cancelled or halted in progress for the safety and protection of our staff and your guests. Note: Rain without thunder and lightning does not constitute severe weather. Additionally, private rentals do not follow the same temperature guidelines as public open swim hours.
The manager will use his/her judgment and/or the internet weather radar and forecast to come to a decision. The following refund schedule will apply:
- a) If rental is cancelled by pool manager prior to scheduled start time, a full refund or a full credit towards a rescheduled date shall apply.
 - b) If rental is cancelled by pool manager during rental, the following refund schedule applies:
 - Less than 50% of rental time has passed: a full refund of rental costs or a full monetary credit towards a rescheduled date shall apply.
 - 50%-74% of rental time has passed: a 50% refund of rental costs or a 50% monetary credit towards a rescheduled date shall apply.
 - 75% or more of rental time has passed: rental is considered complete, and no refund or credits will be issued.
 - c) Security deposit is refunded in all cases provided there are no damages.
- _____ 6) Setup and clean up time must be completed within the time period of your rental. Failure to do so could result in loss of security
- _____ 7) If you are bringing in food for your party it must be confined in the concessions area. The selling of food at your event is prohibited. Glass and sternos are prohibited.
- _____ 8) I understand as a renter that ALCOHOLIC BEVERAGE are strictly prohibited. Violations of this will result in the termination of the rental and loss of security deposit.
- _____ 9) The Westchester Park District is not liable for damage to or loss of any merchandise displayed or left anywhere on the premises.
- _____ 10) The Westchester Park District reserves the right to enforce its standards concerning dress and decorum at the pool rental.

- _____ 11) Charging admission for people to attend your rental is strictly forbidden with the exception of Westchester-based not for profit organizations and done so with the prior acknowledgement and approval of the Westchester Park District Executive Director. Failure to comply with this policy will result in the termination/cancellation of your rental without a refund of the fees or deposits. Written proof of not for profit status is required. Please attach not for profit documentation with this application.
- _____ 12) The Westchester Park District Swimming Pool Facility reserves the right to request any person to leave the premises for any reason or at any time.
- _____ 13) Smoking within the pool facility and 25' from any entrance or exit is prohibited.
- _____ 14) Gambling or games of chance of any nature are prohibited as a violation of the Westchester Park District Ordinance 2532.19 with the exceptions as allotted for not-for-profit organizations and done so with the prior acknowledgement and approval of the Westchester Park District Executive Director. Written proof of not for profit status is required. Please attach not for profit documentation with this application.
- _____ 15) You are responsible for the conduct of the guests attending your party.
- _____ 16) The renter is required to be present for the entire time of their rental. The renter must remain until all guests and independent contractors have left the facility.
- _____ 17) The Renter who signed the rental contract shall be the only person allowed to alter, change or add services. The John J. Sinda Pool staff will only take direction from this person.
- _____ 18) The Renter acknowledges that playing music with explicit lyrics at the John J. Sinda Pool is strictly prohibited. The volume of music being played and announcements being made is to be kept to a volume that is acceptable to the management staff on hand. The Renter of our facility also acknowledges that the volume and content of music being played will be done in accordance with the standards of the Westchester Park District's code of conduct.
- _____ 19) The Westchester Park District reserves the right to terminate any function which is in violation of the aforementioned terms.

In applying for use of this facility it is understood by the applicant that the permit will be granted on the express condition that the applicant has agreed, by accepting and using this permit, to hold harmless, the Westchester Park District, the Park Board, its members and employees. The applicant also assumes responsibility for and defends at his/her own expense all claims for damages to property and person, including medical expenses for injuries incurred and arising incidental to the use of the facility.

It is further understood and agreed that the Park District assumes no obligation or responsibility in connections with the use of the facility. In accepting this permit, the applicant agrees to accept the following regulations and rules. Failure to comply will cause cancellation of the permit and/or forfeit of deposit. The deposit fee will be refunded less any addition expenses that the Park District may incur due to use of the facility.

Renters name printed

Signature

Date

DJ ADDENDUM

DJ ACKNOWLEDGEMENT

The Westchester Park District is a family oriented organization with family oriented facilities located in residential areas of the community. Playing music with explicit lyrics at a facility of the Westchester Park District is strictly prohibited. The volume of music being played and announcements being made is to be kept to a volume that is acceptable to the management staff on hand. This addendum must be signed by the renter of our facility and the DJ acknowledging that the volume and content of music being played will be done in accordance with the standards of the Westchester Park District. Failure to comply with the content and/or volume standard of the park district, as determined by the management staff on duty, will result in the termination of the DJ performance. It is also acknowledged by the renter of the facility that they will not be reimbursement of any costs associated with the termination of performance of a DJ that violates this standard of the Westchester Park District.

Name of DJ Company

Name of Renter

Name of DJ

Signature of Renter

Signature of DJ

Date

Date