



## INDOOR POOL PARTY PACKAGE RENTAL AGREEMENT

### Renter Details

*PLEASE PRINT CLEARLY*

<b>Renters Name:</b>	
<b>Mailing Address/City/State/Zip:</b>	
<b>Contact Phone:</b>	
<b>Alternate Phone:</b>	
<b>Email:</b>	

### Event Details

<b>Date of Event:</b>			
<b>Time of Event:</b>	<b>Start Time:</b> _____	<b>End Time:</b> _____	<b>Total Hours:</b> _____
<b>Description of Event:</b>	i.e. birthday party for "Name"		
<b># Party Guests</b>	<b>1 – 25 guests</b> _____	<b>1 – 50 Guests</b> _____	<b>1 – 75 Guests</b> _____

**NOTE: The package includes one hour in the party room, guests, and swimming afterwards. Anyone attending the party (adults/children) is considered a guest whether they swim or not. Once you have reached the maximum number of guests designated on your contract (adults and children), others will not be permitted into the party without paying the day fee. (Maximum Room Capacity is 75)**

Package:	<b>1 – 25 Guests for \$125</b> <b>1 – 50 Guests for \$175</b> <b>1 – 75 Guests for \$225</b>	\$	
Additional Hour Fee:	(1 additional hour maximum)	\$50	\$
Deposit:		\$100	\$
<b>Total Amount Due</b>			<b>\$</b>

**Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the park will result in loss of deposit and possible ban from future rentals.**

By signing you are affirming you have read, understand, and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

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

<b>FOR OFFICE USE ONLY</b>	
Employee Signature: _____	Date: _____
Verified by: _____	Date: _____



## INDOOR POOL PARTY PACKAGE CHANGE RENTAL AGREEMENT

**Renter Details**

*PLEASE PRINT CLEARLY*

<b>Name:</b>	
<b>Date:</b>	
<b>Reason for Changes:</b>	

**New Event Details**

<b>Date of Event:</b>			
<b>Time of Event:</b>	<b>Start Time:</b> _____	<b>End Time:</b> _____	<b>Total Hours:</b>
<b>Description of Event:</b>	i.e. birthday party for "Name"		
<b># Party Guests</b>	<b>1 – 25 guests</b> _____	<b>1 – 50 Guests</b> _____	<b>1 – 75 Guests</b> _____

**NOTE: The package includes one hour in the party room, guests, and swimming afterwards. Anyone attending the party (adults/children) is considered a guest whether they swim or not. Once you have reached the maximum number of guests designated on your contract (adults and children), others will not be permitted into the party without paying the day fee. (Maximum Room Capacity is 75)**

Package:	<b>1 – 25 Guests for \$125</b> <b>1 – 50 Guests for \$175</b> <b>1 – 75 Guests for \$225</b>	\$
Additional Hour Fee:	<b>(1 additional hour maximum)</b>	<b>\$50</b>
Deposit:		<b>\$100</b>
<b>Administrative Fee for Change</b>		<b>\$12</b>
<b>Total Amount Due</b>		<b>\$</b>

**Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the park will result in loss of deposit and possible ban from future rentals.**

By signing you are affirming you have read, understand, and agree to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

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

<b>FOR OFFICE USE ONLY</b>	
Employee Signature: _____	Date: _____
Verified by: _____	Date: _____



## LAKE JACKSON RECREATION CENTER POOL PARTY RENTAL RULES AND REGULATIONS

The Lake Jackson Recreation Center Party Room is located inside the Recreation Center, 91 Lake Road and will accommodate up to **75 guests** and is equipped with 6-foot rectangle tables and chairs, a refrigerator and sink.

### POOL PARTY PACKAGE

- Package includes:
  - One-Hour (1) in Party room
  - Swim Passes for the chosen number of guests in your package to use after the party.
  - Standard setup of tables and chairs to accommodate your chosen number of guests
- Renter may purchase one (1) additional hour time block for \$50 (2-hour maximum in Party Room for Pool Party Packages).
- Anyone attending the party (adults and children) are counted as party guests whether they swim or not. Once you have reached the maximum number of guests designated on your contract (adults and children) others will not be permitted into the party without paying the day pass fee upon entering the facility. **NO EXCEPTIONS.**
- **Party guests may not enter the Natatorium or swim until after the scheduled time in the party room.**
- **Party Guests Six Years & Under** must have a parent/guardian 18 years of age or older within an arm's reach of them anywhere in the facility.
  - This includes but is not limited to, the pool area, locker rooms, restrooms, and hallways. Adults will be required to enter the pool with the child.
  - Each child and parent or guardian must wear a wrist band given by the Recreation Center staff. Removal of the wristband prior to leaving the facility may result in expulsion from the facility.
- **Party Guest Ages 7 – 9** must always have a parent/guardian 18 years or older in the pool facility.
- Proper swimwear must be worn, no makeshift bathing suits (athletic shorts, cut-offs etc.). Shirts are allowed if they are covering a swimsuit. (For examples of proper swim wear ask our front desk staff)
- Swim diapers are required, regular diapers are prohibited in the pool.
- RENTER understands and will ensure their guests follow all pool rules. For a complete list of Natatorium Rules and Regulations please contact the Front Desk staff.

### RENTAL REQUIREMENTS

- Reservations must be made at least **14 days in advance.**
- The party Room is available Monday – Friday, 8:30 am to 8:30 pm and Saturday, 8:30 am to 5:30 pm.
- The room is rented by the hour with a two (2) hour minimum.
- RENTER must be 18 years of age to reserve the room. All applicable fees must be paid in full, and a facility rental agreement must be completed before the reservation is made.
- Individuals who are eligible for a refund will receive their deposit in the mail if paid by check/cash or refunded back to their credit card within three to four weeks after their reservation.
- The City may deny a rental agreement based upon the RENTER'S past use of City facilities.

### RENTAL CHANGES/CANCELLATIONS

- Any cancellations and/or changes to the rental agreement will result in an additional \$12 cancellation/change fee. Cancellations and /or changes must be done in person/writing at the Recreation Center by the deadline. Cancellations and /or changes will not be accepted over the phone.
- No changes will be allowed during the week of the event.
- Rental cancellations made at least 14 days prior to rental date are eligible for a full refund, less cancellation/change fee. Cancellations made within 7-13 days prior to rental date are eligible for a 50% refund. Cancellations made less than seven (7) days prior to rental dates are not eligible for a refund.
- The Lake Jackson Parks & Recreation Department reserves the right to cancel pool party rentals for the following reasons: weather conditions, scheduling conflicts, pool conditions and/or facility misuse.



## SET-UP/CLEAN-UP

- All events will end at the time the facility was leased for, with no extensions of time allowed. Time allotted for setup/cleanup must be factored into the rental reservation time.
- The designated number of tables and chairs will be set up in a standard layout.
- Decorations may not be nailed, pinned, taped, or fastened to the walls or ceilings.
- No banners or signs of any type may be displayed outside the room or be visible outside the building.
- No confetti, rice, glitter, hay, sawdust is permitted.
- Use of pinatas is prohibited.
- Use of candles, sparklers or fireworks is prohibited.
- No Moonwalks or inflatables allowed in the party room or courtyard.
- All food and personal items must be removed from the refrigerator and facility at the end of the event.
- RENTER must see the room is cleaned and returned to its original condition at the conclusion of the event to include but not limited to sweeping, spot mopping up spills (if necessary), wiping down tables and chairs and placing all trash in proper receptacles.
- Once party time ends in the Party Room and before entering the Natatorium the RENTER must remove all remaining party supplies and store them in your vehicle.
- Failure to be out of the Party Room area on time will result in loss of deposit.
- Damage to, or removal, of City property or equipment from the facility is prohibited.
- Renters are responsible for the cleanup of the party room area. Time allotted for this must be factored into the rental reservation time. A 15-minute period will be allowed before and after the reservation time.
- Failure to be out of the rented area on time will result in loss of deposit.
- Damage to, or removal, of City property or equipment from the facility is prohibited.

## RENTAL RULES

- RENTER and all guests must enter and exit the facility through the front entrance only.
- All party guests will be required to **check-in** at the front desk, sign-in and get a party wristband. **Wristbands may not be removed until you leave the facility.**
- All Party guests are required to stay in the Party Room or Natatorium and may not roam about the facility, play in the gym, weight room etc.
- No food or drinks may be taken into the Natatorium.
- Pets are prohibited, with the exception of those animals needed to assist the visually impaired.
- Noise levels (PA, Speakers, etc.) shall be maintained at an acceptable level as determined by staff on duty so as not to disturb other Recreation Center guests.
- Glass Bottles are prohibited in all City of Lake Jackson Parks and Recreation parks and facilities.
- Smoking is prohibited in the facility or within 15 ft. of entry doors.
- The consumption or possession of alcohol is prohibited at all Lake Jackson Parks and Recreation/Aquatic Facilities. Participation in aquatic activities while under the influence of alcohol is not permitted.
- RENTER and guests must park in designated areas only.
- The RENTER is responsible for all actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
- Lake Jackson Recreation Center personnel have final say on all rule interpretations and may adapt rules if they feel safety is a concern to any patron.
- Misrepresentation by the RENTER to the intent, type, or nature of activity to be held at the facility will result in loss of deposit and possible ban from future rentals.