



Vernon Hills Park District
Family Aquatic Center
Rental Request Form

Today's Date _____

RENTER INFORMATION

Name _____

Organization (if applicable) _____

Address _____

City _____ Zip _____

Home Phone _____ Alternate Phone _____

Please initial one of the following:

_____ I am personally hosting and responsible for this rental and will be present during the entire rental period.

_____ I am making this reservation for an organization or company function and will be present during the entire rental. If a company or organization, please attach letter on letterhead signed by authorized official.

EVENT INFORMATION

Date Requested _____ Number of Guests _____

Rental Purpose _____

Rental Time _____ - _____
(Any setup/clean up time your entertainment needs MUST be included in your rental time.)

Type of Rental: Entire Facility [] Leisure Pools [] Lazy River and Slides []

Do you intend to serve food? [] Yes [] No

Will your event have any outside entertainment? Yes [] No []

If yes, what type? (please explain) _____

Rates and Fees:

Table with 2 columns: Description and Rate. Rows include: Entire Facility (\$400/hr), Lazy River and Slides only or Leisure Pools only (\$250/hr), Rentals with over 500 Guests (+\$50/hr), Damage Deposit (\$200)

I agree to accept full responsibility for my own actions and those of the group or organization in whose name I have rented the facility; and to abide by all rules set forth by the Vernon Hills Park District for the use of facilities. I also acknowledge that I have received, read and understand the rental rules and guidelines for the Family Aquatic Center.

Authorized Representative Signature _____ Date _____

Staff Signature _____



VERNON HILLS PARK DISTRICT FAMILY AQUATIC CENTER FACILITY RENTAL RULES & REGULATIONS

Facility reservations may be made during regular office hours only, Monday through Friday 7:30 AM -9:00PM, Saturdays from 9:00AM-5:00PM and Sundays from 9:00AM-3:00PM. Reservations must be made at least two weeks in advance of the rental date and must be made by persons 21 years of age or older.

THE FOLLOWING RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARK BOARD FOR FACILITY RENTALS:

Rentals may be made after May 1st of that year. All rentals must begin and end within the following times: Fridays 8:30pm - 10:30pm and Saturday/Sundays 7:30pm - 10:30pm

1. Renter must be present for **entire** rental and is responsible to see that all activities are properly controlled and supervised. Your rental **will begin** when you, the renter, has entered the facility and checked in with the management staff.
 2. Rental fees based upon the entire time you are in the facility, including setup and clean up.
 3. Renter may bring outside food. If you would like to arrange catering with our concession stand vendor, please inquire at least 3 weeks prior to your rental.
 4. Rentals may not be used for any business or organization for any uses or activities that require any local, county, state or federal licensing without the express written permission of the Executive Director.
 5. The rental fee and damage deposit is due at the time of reservation and may be paid by check, cash, Visa, MasterCard, or Discover. Refunds for damage deposits made by cash or check will be returned by check two to three weeks after the event by mail to the individual responsible for the reservation and event. Damage deposits made by credit card will be refunded directly to the credit card approximately one to two weeks after the event.
 6. Doors will be opened 5 minutes prior to the "set-up time" as indicated on the Facility Rental Request Form. Rental times cannot be extended on the day of the event. Any extension of time must be arranged at least two weeks prior to the event. By the end of the "clean-up time" as indicated on the Facility Rental Request Form, the renter and all guests must have vacated the facility. **Failure to vacate on time will result in a charge of double the hourly rental rate charged on the quarter hour until the premises are vacated. These charges will be charged from your damage deposit.**
 7. Please keep noise to a minimum.
 8. Trash is to be left all in one area neatly piled. Chargeable damages will include the facility being left dirty, damage to any equipment or to the facility itself. If damages are apparent, the renter will be billed accordingly. The group responsible for any such damages may be denied future use of Park District Facilities.
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9. Smoking, gambling and games of chance of any kind are strictly prohibited on Park District Property.
10. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed in the circle drive, on the lawn or sidewalks. There are no provisions for the renter to store items in Park District facilities. Any items left behind are the responsibility of the renter and not the Park District. Pets are prohibited in Park District facilities (exception: service animals). No street clothes are allowed in the water.
11. **CANCELLATION POLICY:** Cancellations must be made 7 DAYS IN ADVANCE and in person at the Park District Office during regular business hours. A service charge of \$10 will be assessed on all cancellations made more than 7 days in advance. Any cancellations WITHIN 7 DAYS of the contract date will forfeit half of the rental fee. Damage deposits will be refunded for all cancellations.
12. The Park District reserves the right to approve or deny any request submitted for a facility rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitor to the facility is endangered by the continuation of such activity.
13. **No alcohol can be sold or consumed at any time during the rental period. If alcohol is present, the renter will be asked to remove it from the premises. If it is still present after the initial request, your rental will end immediately, you will forfeit rental fees and your damage deposit will not be refunded.**
14. No alcoholic beverages are allowed in the facility, parking lot or on any other Park District premises.
15. The following children to adult ratios must be maintained by all groups using the facility: One person at least 16 years of age in the water for every five children under eight years old. One person at least 16 years of age in the water for every twelve children eight years old and older. Mixed age groups shall meet the minimum requirements established under the two above statements.
16. Renter will adhere to all General Facility, Basic Swimming, Body Slide, Inner Tube Slide, Plunge Pool, and Lazy River Rules. Management has the authority to implement and enforce rules that are more stringent or that supplement those listed.

Breaking any of the listed rules may result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.

GENERAL FACILITY RULES

1. All patrons must have proper swimsuits. Articles of clothing, such as cut-offs, jean shorts, and T-shirts, are not acceptable for swimming. This includes t-shirts worn over swimsuits.
2. All children who are not toilet-trained shall wear tight fitting rubber or plastic pants.
3. All swimmers must take a head to toe shower before entering the water.
4. Remove shoes before walking onto pool deck.
5. Remove all jewelry, clothes, etc. and lock in a locker before entering the water. Vernon Hills Park District is not responsible for lost or stolen articles.
6. Toys, equipment and floatation devices are subject to the approval of management. Floatation devices such as water wings, noodles, and rafts will not be allowed. Children wearing approved floatation devices must be accompanied by an in water adult.
7. Persons with skin disease, communicable disease, open lesions, nasal or ear discharges, or wearing bandages will not be permitted to use the pool. A written physician's statement will be required of those with a skin rash, disease, or open sore.
8. No smoking is allowed in the facility.
9. Alcohol is not permitted in the facility
10. Lifeguards are responsible for enforcing safety rules and responding to emergencies. Keep a close eye on the children in your group.

BASIC SWIMMING RULES

1. Running on deck is prohibited.
2. No boisterous or rough play is permitted.
3. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the water is not permitted.
4. No diving in water less than five feet deep.
5. Ladders are for entering and exiting the water only.
6. Swimmers are not allowed to sit or hang on lane lines.
7. Playing on or around the lifeguard stands is prohibited.
8. Personal misconduct, offensive, or vulgar language will not be allowed.
9. Violators of the rules and regulations may forfeit their right to swim and use the facility.

BODY SLIDE RULES

1. Maximum operational load: 1 person, 300 lbs. (136 kg)
 2. You must be at least 48 inches tall to ride.
 3. Eyeglasses must be securely affixed to riders with head straps.
 4. Swimwear with exposed zippers, buckles, rivets, or metal ornamentation is not permitted.
 5. Riders must wait for the attendant's start signal before starting the ride.
 6. Only one rider is to enter the flume at a time. Single Riders Only!
 7. Never form chains.
 8. Slide must be ridden feet first lying on your back or in a sitting position (sit up to go slower, lie down to go faster).
 9. Riders may not roll around while on the slide.
 10. Keep arms and hands inside the flumes at all times
 11. Do not run, dive, stand, kneel, rotate, or stop in the slide.
 12. At the end of the slide, obey all instructions by the splash pool attendant and exit quickly.
 13. For safety reasons, pregnant women and persons with heart conditions or back trouble should not ride this slide.
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INNER TUBE SLIDE RULES

1. Maximum operational load: 2 persons, 400 lbs. (136 kg)
2. You must be at least 48 inches tall to ride. Children between 42 and 48 inches may ride in a double tube with an adult.
3. Eyeglasses must be securely affixed to riders with head straps.
4. Swimwear with exposed zippers, buckles, rivets, or metal ornamentation is not permitted.
5. Riders must wait for the attendant's start signal before starting the ride.
6. Only one inner tube is to enter the flume at a time.
7. Never form chains.
8. Tubes must be ridden in a seated position facing forward.
9. Do not rock the tube from side to side.
10. Riders must stay on the tubes during the ride. If you accidentally fall from the tube continue down the flume without it and exit normally.
11. Keep arms and hands inside the flumes at all times
12. Do not run, dive, stand, kneel, rotate, or stop in the slide.
13. At the end of the slide, obey all instructions by the splash pool attendant and exit quickly.
14. For safety reasons, pregnant women and persons with heart conditions or back trouble should not ride this slide.

PLUNGE POOL RULES

1. Do not block the end of the slide.
2. Leave the splash pool quickly and orderly.
3. No swimming or flotation devices allowed in the splash pool.

LAZY RIVER RULES

1. Children under 48" tall must be in contact with an adult at all times.
 2. Please enter only through the zero depth or the slide, and exit only at the stairs.
 3. Double Inner tubes are reserved for groups of two. One person may not use a double tube alone.
 4. No splashing, dunking, or other horseplay.
 5. No swimming is allowed in the lazy river.
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