



YOUTH & FAMILY DEVELOPMENT

Aquatic Facility Agreement City Of Chattanooga

Today's Date _____

Applicant Name: _____

Primary Phone Number _____

Address: _____

City _____

State _____

Zip _____

Email: _____

Requested Facility: _____ Event Date: _____ Number of Attendees: _____

Purpose: _____

FEES AND CHARGES:

Note: You may enter the facility 20 minutes prior to your start time to set up. The last 15 minutes of your scheduled event time is for breakdown and clean up.

REQUIREMENTS:

- Complete, sign and return the agreement with your payment at least two weeks prior to your event date. Keep the additional pages of agreement for your reference.
- Please bring the exact amount due in cash or check. Make checks payable to CITY OF CHATTANOOGA**
- The total guest count includes anyone entering the facility whether swimming or not. Children 2 and under are not counted as guests.
- No outside food is allowed in the facility except cake, ice cream and drinks.
- Cake can be served anytime during your scheduled 1:45 party time.
- Clean-up time is included in your rental time. You will be required to clean area before exiting the aquatic facility.
- If the facility is open, your guests may stay to use the facility, however you do not have use of the covered pavilion area.
- Each additional guest will be charged a \$3.00 fee after you reach your max guest count. This will be paid on day of party.
- Please review our cancellation policy for refunds or to reschedule your party for inclement weather.
- As long as the aquatic facility is open, your party will run as scheduled- no rescheduling without a 48 hour notice for weather related issues.

Applicant Signature _____

Date _____

KEEP THIS FORM FOR YOUR REFERENCE

Frequently Asked Questions

1. What exactly does my fee cover?

The fee covers use of the Spray Park and pool during events scheduled during normal business hours. **Before and after hours party only include use of the spray park.**

2. Will I be allowed extra time to set up and clean up for my event?

You will be allowed to enter the facility 20 minutes prior to the start of your party to decorate and set up. Clean-up time is scheduled for the last 15 minutes of your rental time. For example if your party is scheduled for 12:45pm-2:45pm you can enter the facility at 12:25pm to set up and decorate. You're clean up time will be at 2:30pm. Your guests can continue to use the facility, however, you must begin to clean your rented space at this time. This policy applies to all scheduled events.

3. Does the guest count include adults, children and those not swimming? Is there an additional fee for guests over the max count?

Yes, for safety of those at the aquatic facility, everyone entering the facility swimming or not will be counted as a guest with the exception of children 2 and under. Once you reach your max count a pool representative will contact you, as each additional guest will be charged a \$3.00 fee.

4. Can I bring my own food to the party? Is there a refrigerator or freezer available?

City policy states that no outside food is allowed into the pool facility except for cake, ice cream and drinks for facility rentals. Please plan your event accordingly. We have a refrigerator and small freezer available for you to use. Picnic areas are located outside the pool area if you would like food before or after your event. They are first come first serve areas.

5. Can my guests use the facility after my party or come back later that day?

Guests may not re-enter the facility once they have left for parties scheduled during normal business hours. For parties scheduled before normal business hours, all guests must exit the pool area. They will receive a wristband for re-entry once the pool opens to the public.

6. What if there is bad weather forecasted for the day of my party?

As long as the aquatic facility is open, your party will run as scheduled. You have the option of rescheduling 48 hours in advance to another open date during the same calendar year. In the event that the aquatic facility is closed as determined by City of Chattanooga staff, you will have the option of a rescheduling or a full refund. **SEE WEATHER RELATED POLICY**

7. What if it storms and my party has already started?

If it storms and your party has already started depending upon the forecast, we will have a 30 minute weather delay. If it is determined by City personnel that we cannot continue with your event and you have been at the facility for more than one hour, each of your guests will be given a rain check to visit our facility at another time. **SEE WEATHER RELATED POLICY**

Weather Policy CITY OF CHATTANOOGA AQUATIC DIVISION

Parties will run as scheduled unless thunder or lightning is sighted in the Warner Park area, not in the area you live. Pool closure will be determined by the pool supervisor on duty. If the renter cancels their event on the day of party without contacting the Warner Park Staff,

we will not be able to honor any rescheduling of the event or a process a refund. Please contact Warner Park Pool directly if you are unsure about weather conditions 423-643-6630. If no one is available to assist you, please email pgrall@chattanooga.gov or 423-355-7100. WE must have written documentation to offer a refund.

In the event of rain during your party, we will follow the City of Chattanooga pool closing procedures. Once your party is started and weather in the area is unsafe, we will follow pool closing procedures for no more than two -30 minute cycles. If bad weather persists and your party is canceled, your guests will receive a rain check to visit our facility at another time.

You may reschedule your event without penalty for any available future date for inclement weather 48 hours in advance by emailing your request to pgrall@chattanooga.gov

Facility Usage Agreement and full payment is required 2 (two) weeks prior to your reservations and is subject to final approval by management.

1. Each guest attending the event must sign in at the desk prior to entering the aquatic center. Each person entering the pool area is counted as a guest (2 and under are free)—your total number of guests includes swimming and non-swimming individuals. When requesting usage of the pool, a swim test will be given for anyone using the deep end of the pool. Children under the age of 5 must be accompanied by an adult when using the swimming pool.
2. There will be an additional charge of \$3.00 per guest for exceeding your max guest limit.
3. **Make money orders or check payable to "City of Chattanooga". IF PAYING BY CASH, PLEASE BRING EXACT AMOUNT. Please bring your payment** or mail your payment with the signed facility agreement to the Fitness Center at Warner Park --Office: Address: 1254 East Third Street, Chattanooga, TN 37404. It will take four to six weeks to process any facility rental refunds.
4. YFD employees must be on duty during the use of facility.
5. Set up will be permitted 20 minutes prior to your requested reservation time. Cleanup is the responsibility of the reserving party and includes:
 - a. Removal of all decorations.
 - b. Placement of all trash to designated area.
 - c. All guests leaving the covered picnic area after the rental.
6. No drugs, alcoholic beverages or weapons are allowed on City property.
7. If security is deemed necessary by the City of Chattanooga for an event, it is the responsibility of the user to have off-duty police officers, assigned at user's' expense. Names of the police officers are to be provided one week in advance of the event will be canceled or delayed if security is not in place at the start of the event.
8. All rental fees must be paid in full at least two (2) weeks before event. Cancellations 14 days prior to the scheduled event will receive a full refund or may be rescheduled. No refunds will be granted for any cancellation less than 10 days of the scheduled event. You may reschedule to an open date during the same calendar season.
9. The City of Chattanooga will not provide equipment for a reservation other than that which is available at the facility

10. **Recreation facilities may not be used for the following purposes:**

1. Commercial organizations and/or individuals seeking to make a profit or sell merchandise for personal gain.
2. Services or political rallies unless approved by the Department Administrator. In the event of political rallies, proof that all candidates were invited to participate must be demonstrated.
3. Illegal activities that would provide or permit the use of alcohol or drugs that might endanger the lives and safety of others or damage facility or events that are deemed detrimental to the overall good of the community.

11. **Lost or damaged items**---The City of Chattanooga is not responsible for any lost or damaged items or injury related to any rental or reservation on the City of Chattanooga premises. The applicant agrees to hereby expressly release and hold harmless, the City of Chattanooga from all claims for such loss, damages, or injury whatsoever as may be sustained or claimed by any person using the facilities during such rentals.

12. **Inclement weather policy**-Weather patterns vary throughout our area. The following City of Chattanooga policies will be adhered to regarding a cancellation or delay in your scheduled party.

- a. **You may reschedule your party to one of our available dates without penalty no more than 48 hours in advance if rain is in the forecast for the day of your party.**
- b. **All rescheduled parties for weather related cancellations must be confirmed verbally and with an email confirmation from the aquatic coordinator or the pool supervisor. Cancellations are not valid unless you have a written confirmation that you have followed the inclement weather policy. Messages left on an answering machine will not be valid.**
- c. **Important numbers Warner Park Pool 423-643-6630, pgrall@chattanooga.gov 423-355-7100- Aquatic Coordinator**
- d. **All parties will be run as scheduled unless you have previously rescheduled within the 48 hour period.**
- e. **Should weather cause a delay in your party, we will follow the City of Chattanooga pool closing policies.**
- f. **If the facility closes and you have one hour left of your party, we will issue a rain check good for one visit to each of your guests. No rain checks will be issued for parties with less than 30 minutes remaining.**
- g. **Upon arrival, if the staff determines that we could not delay or hold your party as scheduled due to the weather, you will have the option of rescheduling to one of our open dates or getting a refund.**

13. City regulations require that after lightning is sighted or thunder is heard, everyone must leave the pool for 30 minutes from the last sound of thunder or the last visible lightning strike. When the lifeguards on duty hear thunder or see lightning, a long whistle is blown and swimmers are asked to exit the water and remain five feet back from the water for 30 minutes. Swimmers will be requested to leave the pool deck area in severe weather. We appreciate everyone's understanding and cooperation during summer storms. Our ultimate goal is to keep everyone safe and happy throughout the swimming season.

Review the descriptions below and read across the table to view the times and prices for your event.

Party Category Descriptions

- A) **Party during normal business hours**-A pavilion is reserved for your event during normal business hours. You will have access to the pool and the spray park. WE are open to the public during this time.
- B) **Semi-private Spray park party**- The Spray Park is shared with another group. There are two pavilions in the Spray Park area for each group.
- C) **Private Spray Park party**- Rent the entire Spray Park for your group, only.
- D) **Spray Park and Pool Combo**-use of the pool and the spray park. Semi private or private parties available.
- E) **Pool Party**- Rent the Pool for up to 50 guests for \$200.00.

Please choose a party category and select time and day- Fee in last column			
Party Category	<u>Days and Times- please check off box for party time</u>		Fees
A Normal Business Hours	SATURDAY <input type="checkbox"/> 12:45pm-2:45pm <input type="checkbox"/> 3:00pm-5:00pm	SUNDAY <input type="checkbox"/> 12:45pm- 2:45pm <input type="checkbox"/> 3:00pm-5:00pm	____\$90 for 25 guests each additional guest is \$3.00
B Semi-private Party	SATURDAY <input type="checkbox"/> 12:45pm-2:45pm <input type="checkbox"/> 3:00pm-5:00pm	SUNDAY <input type="checkbox"/> 5:45pm-7:45pm	____\$150 for 25 guests each additional guest is \$3.00
C Private Party	SATURDAY <input type="checkbox"/> 10:00am-12:00pm <input type="checkbox"/> 5:45pm-7:45pm	SUNDAY <input type="checkbox"/> 5:45Pm-7:45pm	____\$300 for 50 guests each additional guest is \$3.00
D Spray Park and Pool Party Combo	SATURDAY <input type="checkbox"/> 5:45pm-7:45pm	SUNDAY <input type="checkbox"/> 5:45pm-7:45pm	____\$350 semi private event ____\$500 private event
E Pool Party	SATURDAY <input type="checkbox"/> 5:45pm-7:45pm	SUNDAY <input type="checkbox"/> 5:45pm-7:45pm	____\$200.00 up to 50 guests

Sign this form, return it with page one of the agreement and your payment.

Applicant Name _____ **agree that I have read and understood the policies and procedure for renting an aquatic facility.**

Applicant Signature _____

Date of event _____

Today's Date _____

FOR OFFICE USE ONLY

Include this page with page one of this agreement. Give all other pages to the renter. Do not collect fees or process form without a renter signature.

Departmental Use Only

Amount Received: _____

Rental Receipt# _____ **Money Order#** _____

Check # _____

City of Chattanooga, Authorized Representative: _____

Date _____

Fee Waived: Yes [] Administrator _____

Note: Department Administrator is the ONLY authorized person to approve waived fees.