



GROUP RESERVATION & FACILITY USE APPLICATION

Group reservations are for groups of 20 or more who attend during Open Recreation Swim time. **Reservations must be made with a minimum of 2 weeks notice.** Some areas of the facility may be limited due to birthday parties, swim lessons, training or maintenance.

A group reservation does not guarantee exclusivity of any particular area.

Additional Area(s) Requesting*:

Activity/Preschool Room 1 AQ Event Room 2 AQ Event Rooms 1 Cabana 2 Cabanas
 \$50/hr Res / \$60/hr NR \$35/hr. Res / \$45/hr. NR \$50/hr Res / \$60/hr NR \$40 Res/ \$50 NR (additional cabana form required)
 (*Event Rooms are available Monday-Friday **ONLY**. Please call for availability)

Day(s)/Date(s) Requested: _____ **Swim Time:** From: _____ To: _____

Room Rental Time (additional charge): From: _____ To: _____ (includes set-up and clean-up)
 (*Event Rooms are available Monday-Friday **ONLY**. Please call for availability)

Name of Organization (if applicable): _____

Name(s) of Applicant/Representative: _____

Address: _____ Contact phone day: _____

City/State/Zip: _____ Contact phone night: _____

Email: _____ Type of Activity: _____

Expected Attendance*: #Adults _____ #Children _____ Average Age/grade level: _____

**All groups are required to have a minimum adult to child ratio of 1:10 for children over 5 years old and 1:3 for children 5 years old and under. All children 5 years old and under must be accompanied by an adult, in the water, at all times. Infants/Toddlers (under 3 years) will be charged a \$3 per person fee and will receive a swim diaper upon admission.*

FEES: \$50 deposit for group reservations with **no room rental** and Base Booking Fee of \$130.00 (20 guests) is due in order to reserve your date(s). \$100 deposit for group reservations with a **room rental**, Base Booking Fee of \$130.00 (20 guests) and room rental fees are due in order to reserve your date(s).

Food/Drink: Food & Drink packages are available through our onsite café (additional fees apply). **NO CAKES/(or) CUPCAKES, ICE CREAM, LARGE BOWLS OR TRAYS OF FOOD ARE ALLOWED UNLESS YOUR GROUP HAS A ROOM RENTAL. FOOD THAT COMPETES WITH OUR CAFÉ MENU IS NOT ALLOWED INTO OUR FACILITY.** Our café menu is available upon request or online at <http://www.newark.org>. **NO OUTSIDE BEVERAGES ALLOWED.**

Cancellations: Cancellation Notice of more than 30 days- all fees will be refunded minus a \$15 processing fee. Cancellation Notice of 15-30 days forfeit 100% of deposit unless date is rescheduled. \$15 processing fee will be charged to reschedule or for refund of rental fees. Cancellation Notice of 14 days or less-forfeit all rental fees. Deposit refunded minus a \$15 processing fee. No show on rental date-forfeit 100% of deposit and all rental fees. All contract changes must be made in writing.

Applicant Agreement: I, the undersigned agree to abide by the guidelines listed on the reverse side of this application. I accept responsibility for all guests attending the activity. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Applicant Signature: _____ Date: _____

Rental Fees Due at Booking:

\$6.50 per person X 20 = \$ 130.00
Deposit: \$50.00 No Room = \$ _____
Deposit: \$100.00 w/Room = \$ _____
Room Reservation Fees: = \$ _____
 Other _____ = \$ _____
TOTAL AMOUNT DUE: \$ _____

Payment Method: (Checks payable to City of Newark)

Cash Check# _____ Visa Master Card

Card # _____

Expiration: _____

Name as it appears on card _____

Signature _____

Proc By _____ Date _____ Time _____ Calendar _____

Balance Due on Day of Reservation

Total Guests = _____ - 20 guests (paid at booking) = _____
X \$6.50 per person = \$ _____
Total # Infant/Toddlers: _____ X \$3.00 = \$ _____
Other _____ = \$ _____
TOTAL AMOUNT DUE: = \$ _____

Payment Method: (Checks payable to City of Newark)

Cash Check# _____ Visa Master Card

NOTES:



RENTAL RESPONSIBILITIES, RULES, AND REGULATIONS

Welcome to the Silliman Family Aquatic Center! We hope your event here is enjoyable and memorable. In order to provide you with the safest and most pleasant environment we must insist on the following responsibilities, rules, and regulations:

(Initial) Payment Balance: for additional guests over the Base Booking Fee of 20 people (children and adults, including non-swimmers) due on the day of your group reservation. The per person fee will be charged for EVERYONE who is part of your group reservation regardless if they are swimming or not, this includes children and adults who are there only to watch. Infants/Toddlers (under 3 years) will be charged a \$3 per person fee and will receive a swim diaper upon admission.

(Initial) Food/Drink: - No large trays, platters or bowls of food, birthday balloons, cake/cupcakes or ice cream are allowed without a Room Reservation. Room Reservations may only bring in food that is non-competitive with our café menu or you may order in advance from our café. Café Main Items: pizza, nachos, hot dogs, corn dogs, chicken nuggets, and all beverages. (If you choose to order from us, we require your order and payment 1 week prior to your group reservation.) **NO OUTSIDE BEVERAGES ALLOWED. Bottled Water is OK. You will be asked to immediately remove any food/drinks that don't follow the above policy.**

(Initial) Clean up: It is the responsibility of all group users to clean up after themselves. Excessive spills must be cleaned; ice may not be dumped on the grass, in the planters, or in the pool. All items that have been brought into the facility must be either placed in a trash can or be removed from the facility prior to exiting the building. **A minimum of a \$25.00 Cleaning Charge will be taken from your deposit if clean-up is not completed.**

(Initial) Open Recreation Swim Time Hours School Year: Friday 5-8pm, Saturday 12:30-6:30pm, and Sunday 12:30-5:30pm **Summer:** Monday-Thursday 12:30-4:30pm, Friday 12:30-8:00pm, Saturday 12:30-6:30pm and Sunday 12:30-5:30pm

(Initial) All groups are required to have a minimum adult to child ratio of 1:10 for children over 5 years old and 1:3 for children 5 years old and under. All children 5 years old and under must be accompanied by an adult, in the water, at all times.

- All swimmers must have a swimming suit. No cutoffs, t-shirts, leotards, jeans, etc.
- Know and take responsibility for all of your guests.
- Place someone in charge if you must leave the facility.
- End your event without disturbance. Ensure all guests leave the facility premises (including parking lot area) immediately following your event.
- No credits/refunds/compensation will be given for pool closures due to health, safety, or unforeseen mechanical issues.
- Accept responsibility for damage or loss of equipment.
- No signs of any type can be placed outside the facility or pool any time without proper consent of the Recreation and Community Services Department staff.
- No direct selling, receiving, consideration, or execution of contracts may be undertaken by the user without prior approval by the Recreation and Community Services Department staff.
- All users will conduct themselves in a courteous and professional manner at all times and shall not in any way infringe on the rights and operation of any tenant or customer of the Aquatic Center.
- User's vehicles shall be parked in designated parking/loading areas only.
- The City of Newark reserves the right to photograph facilities, activities, and program participants for potential use in advertising brochures, social media, and the City's web page. All photos will remain the property of the City of Newark.

Refundable Deposit:

If the rental responsibilities outlined on this application are adhered to and no damage to the facility is incurred, your deposit will be refunded within two to three weeks after your completed reservation. If you paid your deposit by credit card, your refund will be returned back to the credit card on file only. If you paid your deposit by check or cash, a check payable to the applicant will be mailed to the address on the application.

In consideration of being permitted to participate in any way & in consideration of the rental benefits provided by the City of Newark, I hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make any claim against or sue the City of Newark, its officers, agents, employees, or volunteers for injury or damage resulting from the condition of any facility, or negligence, carelessness, or other acts or omission, howsoever caused by the City of Newark or any of its officers, agents, employees and volunteers, or any third party or entity of any description as a result of my participation in the event or activity set forth above. In addition, I **hereby release** the City of Newark or its officers, agents, employees, and volunteers from all claims or lawsuits that I, my successors, assigns, or anyone acting on my behalf may not have, or may hereafter at any time have injury or damage due to any negligence, carelessness, or other acts or omissions, however caused by the City of Newark or any of its officers, agents, employees, volunteers, or any third party or entity of any description including, but not limited to: (1) resulting from the condition of any improved facility which has been reasonably maintained; (2) resulting from the condition of any unimproved City facility; (3) suffered by me while participating in or traveling to & from the event or activity set forth above; (4) increased or compounded by rescue operations or procedure; or (5) suffered by me in any other activity associated with the event or activity aforementioned. This release does not apply to intentional and/or willful acts of misconduct by City of Newark or any of its officers, agents, employees, or volunteers.

I hereby agree to all terms and policies on this application and affirm all statements made on this application are true and correct. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Applicant Signature: _____ Date _____