



Newark Recreation and Community Services Department, 6800 Mowry Ave. Newark, CA 94560  
 (510) 578-4620, FAX (510) 578-4622 recreation@newark.org



## CABANA RESERVATION APPLICATION

Our cabanas are reserved areas on the pool deck located behind the water slides.  
 Each cabana contains 1 round table with 10 chairs, 10 bottles of water, and light snacks.  
 Cabanas are reserved only during Open Recreation Swim hours. Please see the specific times listed below.

**Rental DOES NOT include admission to the Aquatic Center.**

**Number of Cabanas:**     1                       2

**Day and Time Requested:**    Friday 5:00-7:45pm     Saturday 12:30-3:15pm

Saturday 3:45-6:30pm                       Sunday 12:30-2:45pm                       Sunday 3:15-5:30pm

Date(s) Requested: \_\_\_\_\_

Name(s) of Applicant: \_\_\_\_\_

Representing (organization, if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Contact phone day: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Contact phone night: \_\_\_\_\_

Email: \_\_\_\_\_

**FEES:** \$40 per time block for Newark residents/\$50 per time block for Nonresidents; ALL RENTAL FEES ARE DUE AT THE TIME OF BOOKING.

**DEPOSIT:** A valid credit card number on file is REQUIRED as a deposit. Charges will be incurred only if any damages occur. If unable to provide a valid credit card number, a refundable \$100 deposit must be paid at the times of booking. Deposit will be refunded by city issued check mailed to the address on the application 2-3 weeks after usage.

**Food/Drink:** Food & Drink packages are available through our onsite café (additional fees apply). NO ICE CHESTS, CAKES/CUPCAKES, ICE CREAM, LARGE BOWLS OR TRAYS OF FOOD ARE ALLOWED. 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:** Cancellations with more than 48 hours prior to rental date, rental fees will be refunded minus a \$15.00 refund processing fee. Cancellations with less than 48 hours prior to rental date forfeit 100% of rental fee. No show on rental date-forfeit 100% of 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rental Fees Due at Booking:**

**\$40 for Newark Residents/\$50 for Nonresidents**

AMOUNT DUE:    \$ \_\_\_\_\_

Payment Method

Cash   Check# \_\_\_\_\_   Visa   Master Card

**Credit Card Information REQUIRED for Deposit**

Card # \_\_\_\_\_ exp \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

Newark Residence Verified YES or NO

Proc By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Calendar \_\_\_\_\_





# 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) Food/Drink:** - No large trays, platters or bowls of food, ice chests, birthday balloons, cake/cupcakes or ice cream are allowed. You 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 you order and payment 1 week prior to your group reservation.) **NO OUTSIDE BEVERAGES ALLOWED. 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) Admission fees:** Additional admission fee required beyond cabana rental.

- Meet all due dates given on the reverse side of this application.
- All children 5 and under must be accompanied by an adult, in or out of the water, at all times.
- All swimmers must have a traditional 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.
- Remove all equipment you brought to the facility within the hours stated on the reverse side of this application.
- 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 and the City's web page. All photos will remain the property of the City of Newark.

**Deposit:**

***If the rental responsibilities are not adhered to and/or damage to the facility is incurred, additional charges will be charged to the credit card on file. You will be contacted by a Silliman Activity & Family Aquatic Center staff member prior to any charges.***

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 \_\_\_\_\_