



POOL PARTY RENTAL GUIDE

Dear Prospective Renter:

Thank you for your interest in renting the Pool Party Zone at the Community Recreation Center Pool. The goal of the Recreation Division and the Aquatics Department is to make your pool party as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following information. Please make sure that this site will meet your needs and the needs of your party prior to making a reservation.

The Pool Party Zone is available to rent on Saturdays and Sundays (1:00-5:00pm during Public Swim) from Memorial Day Weekend through the last weekend in September.

RESERVATION PROCESS

- **A reservation is complete when ALL of the following has been submitted and has been approved by the Aquatics Office:**
 - A completed Pool Party Request Form*.
 - All rental fees.
- **The renter must be at least 18 years of age** and act as the designated contact to coordinate all rental matters. This person must also be present throughout the duration of the event.
- **All Pool Party reservations must be completed at least two (2) weeks in advance.** (First come, first serve basis. Only one (1) party is scheduled per day)
- **For available dates**, contact the Aquatics Office prior to turning in your Pool Party Request Form (please have multiple dates in mind in case your first choice is already booked).
- **The site is NOT reserved until all items listed above are turned in.**
- **A request can be denied if:** 1) the facility is not available, 2) the renter has an unsatisfactory use record, or 3) the rental could be detrimental to the best interests of the City as determined by the Director of Community Services. The City reserves the right to reschedule any previously approved rental in the unlikely event that the facility cannot be used, or there is a conflicting activity.

*The Pool Party Request Form can be found at the end of this packet.

RENTAL FEES

All fees are due upon reservation of the Pool Party Zone with the Pool Party Request Form.

Acceptable payment methods include cash, check, Visa or MasterCard. Make checks payable to *City of Temecula*.

Pool Party Zone for up to 20 guests Two adults for free! – Not included in the above 20.	\$200.00
Additional Guests	\$2.00/each
OPTIONAL: Private Rental – 30 Minutes	\$150.00

POOL PARTY ZONE

This includes a private area for you and your guests on the pool deck for the duration of the event and the following:

- 10x20 foot canopy over the area
- All tables and chairs needed (set-up prior to arrival)
- Table coverings
- Use of fridge/freezer for cake and ice cream ONLY
- Pool entry for up to 20 guests (plus two (2) adults for free!) --Please see below.
- 4 hours of free swim during Public Swim: Saturday or Sunday from 1:00-5:00
- Area will be available 20 minutes before and after for set-up and clean-up
 - Time allowed on-deck: 12:40pm
 - Time to be off-deck: 5:20pm

POOL PARTY GUESTS AND ADDITIONAL GUESTS

A guest is anyone stepping onto the pool deck even if they do not plan to swim; this includes: parents, birthday child, siblings, grandparents, and anyone else who will be attending*. **If your total number of guests exceeds 20, you will need to pay \$2 per additional guest** up to 50 *total* guests.

Payment for additional guests can be made during the time of the reservation or can be made separately on the reserved date.

Each guest will receive a wristband which the renter will be required to pick up on the reserved date and distribute to their party guests. The renter should be prepared with a *total number of extra wristbands needed* when they arrive at the pool (if applicable). All party guests must wear their wristband for the duration of the event. (We are sorry, but we cannot refund for unused wristbands).

Keep in mind; **you must have at least one (1) adult chaperone per ten (10) children.**

*City pool facilities have maximum occupancy limits established by the Riverside County Health Department. All guests entering the pool facility are considered an occupant whether they intend to swim or not because lifeguard to patron vigilance ratios apply to everyone on the pool deck and once a patron has entered the facility, they are under our liability and will be provided with care in the event of an emergency.

OPTIONAL PRIVATE RENTAL

This is an option for those renters who want to have a time for JUST their guests to enjoy the pool. The renter may *add on* an additional 30 minutes of private pool party time for a fee of \$150.00. This can either be before or after the Public Swim time; 12:30-1:00pm or 5:00-5:30pm. All pool rules still apply.

If the renter chooses this option, payment can be made during the time of the reservation or can be made separately at least two (2) weeks prior to the reserved date.

CANCELLATIONS/REFUNDS

If for some unforeseen reason your party needs to be cancelled, please notify the Aquatics Office at 951.308.6396 as soon as possible.

Cancellations requested at least 14 days prior to the reservation date will receive a full refund. Cancellations made 7-13 days prior to the reservation date will receive a fifty percent (50%) refund. No refunds will be issued after this time.

No refunds due to inclement weather; party can be rescheduled within one year.

KEEP IN MIND...

The entire party will be outdoors.

This is not a private rental, there will be other patrons using the pool that day.

All pool rules and regulations still apply. Please share the attached Pool Safety Rules with guests prior to the reserved date.

Changes, alterations or defacement of property of the facility, its furnishings, or equipment will not be permitted. Any person or group causing damage will be required to pay for current cost of repair, including labor, or replacement to restore furnishing or equipment to its original condition.

We hope you will be considerate and understanding of these policies. If you have any questions, please contact the Aquatics Office at 951.308.6396.

PLANNING FOR YOUR PARTY

Whether it's a birthday party, a graduation party, or just a fun gathering make sure you are prepared to maximize your fun at the pool. We provide the space, tables, and chairs; the rest is up to you.

FOOD AND BEVERAGE

Outside food and drink WILL be allowed during parties in the Pool Party Zone. Pizza or sandwiches are recommended due to limited space and "prep area." We can set up an extra table to place food on; please note that on your Pool Party Request Form.

Please note there is no storage space available* at the Community Rec Center; however, you may bring a cooler to keep food/drink cold.

***The fridge and/or freezer will be available to store cake and ice cream ONLY.** An Aquatics Staff member will have access to the kitchen and will assist you with putting those items in the fridge/freezer and retrieving them when needed. *Please see the guard at the window during the event to get access.*

No alcohol or glass containers allowed.

DECORATING

Make the space your own by decorating with tablecloths, place settings, balloons and signs; make sure they are well secured in case of windy conditions.

To set-up, the renter (and anyone assisting) will have access to the pool deck 20 minutes prior to the beginning of the event at 12:40pm.

To clean-up, the renter (and anyone assisting) will have an extra 20 minutes after the end of the event until 5:20pm, if needed. The renter is responsible for: taking down all decorations, removing table coverings and throwing them away, cleaning up and throwing away all trash, taking trash bags to the dumpster, and making sure any food/drink spills are cleaned up. Renter is NOT responsible for returning the tables and chairs; Aquatics staff will return them to their storage location.

DON'T FORGET YOUR...

- Sunscreen
- Towels
- Swim attire (must be made for the water)
- Swim diapers (if applicable)
- Coast Guard Approved Lifejacket
- Decorations
- Place settings
- Camera
- Candles
- Cake!

PLEASE LEAVE ... AT HOME.

- Credit/Debit cards
- Kickboards
- Floaties/water wings
- Noodles or tubes
- Snorkel masks (goggles are ok)
- Fins
- Baby oil
- Valuables
- Glass bottles
- Alcohol or drugs
- Cigarettes
- Weapons

POOL SAFETY RULES AND REGULATIONS

We want everyone at our pools to have fun, enjoy their experience, and most importantly, we want to keep everyone safe. The following rules are for your safety, the safety of our staff and other patrons. Everyone must follow the rules. Thank you.

GENERAL RULES

1. No running on deck or in locker rooms.
2. No masks, snorkels, or fins.
3. No floatation devices are allowed, except Coast Guard approved lifejackets. Patrons wearing a lifejacket must be accompanied by an adult 18 years or older in the water within an arm's reach of the person wearing the lifejacket.
4. No smoking, food, drinks, or gum in the pool area.
5. No rough play.
6. No diving in shallow area.
7. No animals permitted in the pool area or restrooms.
8. No glass bottles or containers in pool area.
9. Long hair must be tied back (at or below shoulders).
10. Swimming attire must be worn. No cut-offs, jean shorts.
11. T-shirts are allowed in the shallow end only. Not in the deep end, off of the diving board, or down the water slide.
12. Ladders are to be used for entering and exiting the pool only.
13. All patrons must shower before entering the pool.
14. No one is permitted in guard chair except the lifeguard on duty.
15. Persons will avoid spitting or spouting water and blowing nose in the pool or on the deck.
16. Persons afflicted with infections, disease, or suffering from a cold, cough, fever, sores, or wearing bandages, shall be excluded from the pool.
17. Leaders or organized groups visiting the pool will assume the responsibility of the conduct and behavior of their group while at the pool.
18. No alcoholic beverages or drugs of any kind.

DIVING BOARD AND DEEP END RULES

1. One person on the diving board at a time.
2. One bounce on the board.
3. No running on the board.
4. No swimming in the diving area.
5. Wait until diving area is clear before going off.
6. Jump or dive straight off the board.
7. No hanging on the lane lines.
8. Diving from wall, only in specified area.
9. T-shirts are not allowed off of the diving board.

NOTE: Front dives and front flips are permitted, but there are no dives/flips allowed where the patron's head goes towards the diving board.

WADING POOL RULES

1. No jumping or diving into the pool.
2. No diapers allowed on any children. Infants and/or toddlers must wear a plastic pair of pants, or a swim diaper under their swimsuit to prevent contamination of pool.
3. Only toddlers with their parents are allowed to enter the area.
4. At least one lifeguard on duty at all times while the area is open to the public.
5. No children 8 years or older allowed in wading pool.
6. Maximum capacity of the wading pool is 18 children (including parents' feet).

WATERSLIDE AREA

1. One person at a time may go down the slide.
2. No standing or kneeling on the slide.
3. All patrons remain on the waterslide deck until the guard allows the next swimmer to go. (No standing in the flume.)
4. Patrons **MUST** be at least 48" (4 ft.) to ride the slide. *
5. Swim suits with plastic or metal rivets are not permitted on the water slide.
6. Patrons must ride the slide feet first on their bottom. No exceptions.
7. No twisting or turning while going down slide.

*Due to OSHA regulations, we are not able to allow anyone less than 48" down the slide no matter what their swimming ability may be. We are very sorry for any inconvenience.

POOL PARTY REQUEST FORM

Pool Requested: <p style="text-align: center;">CRC <u> X </u></p>	Date of Use:
Hours: (Set-Up) _____ to _____ (Event/On-Deck) _____ to _____ (Clean-up) _____ to _____ <i>Maximum "Event/On-Deck" time is 1:00 to 5:00 unless you have rented a half hour before or after Public Swim for \$150.00.</i>	Type of Activity/Event: POOL PARTY <i>Please provide detailed information</i> _____ _____ _____ _____
Anticipated Number In Attendance: (Max. 50 people) Children: _____ Adults: _____ <i>Must have one (1) adult chaperone per ten (10) children.</i>	

Name of renter: *(Note: This person must be at least 18 years of age and present during the duration of the event.)*

Mailing Address:	City:	Zip Code:
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Home Phone:	Cell Phone:
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Email: _____

Alternate Contact:	Phone:
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FOOD AND BEVERAGE	EQUIPMENT NEEDS
Will food and beverages be available? Yes ___ No ___ If so, please provide detailed information (i.e. types of food, preparation, storage, etc.) _____ _____ _____ Request use of fridge for cake/ice cream: Yes ___ No ___ <i>Note: All food handling must comply with County requirements. Groups risk the ability to provide food services at special events for non-compliance.</i>	Number of Tables: _____ (6' Rec.) Number of Chairs: _____ <i>Canopy (10x20') will be provided.</i> Please detail any other equipment requests below: _____ _____ _____

TERMS AND CONDITIONS

- A. The Pool Party is not reserved until the following have been submitted and approved by the Aquatics Office:
- A completed *Pool Party Request Form*.
 - All rental fees.
 --All payments must be made in full at the time of reservation approval. Partial payments will not be accepted.
 --*Make checks payable to City of Temecula.*
- B. All Pool Party reservations must be complete at least two (2) weeks in advance. (First come, first serve basis. Only one (1) party is scheduled per day).
- C. The renter must be at least 18 years of age and act as the designated contact to coordinate all rental matters. This person must also be present throughout the duration of the event.
- D. The renter will be responsible for paying an additional \$2 per person for any additional guests (above the 20 included).
- E. Cancellations requested at least 14 days prior to the reservation date will receive a full refund. Cancellations made 7-13 days prior to the reservation date will receive a fifty percent (50%) refund. No refunds will be issued after this time.
- F. To ensure safety, a minimum of (5) five City Lifeguard is required at all public swim times.
Note: Under no circumstances may any group/party/organization use any City aquatic facility for a Special Event without a City of Temecula lifeguard/s present and performing the duties as appropriate.
- G. All user groups are responsible for complete set-up and clean-up of their event. (City Aquatic staff will take care of tables and chairs). Should the facility be left unclean, or if items are broken by the user group, the renter will be charged for necessary clean-up and/or repairs.
- H. The City of Temecula reserves the right to schedule each aquatic facility as deemed appropriate.

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS PRESENTED TO ME ON THE POOL PARTY REQUEST FORM AND IN THE POOL PARTY RENTAL GUIDE.

Signature of Renter _____ Date _____

For Office Use Only

Registration taken by:	Date	Amount Collected \$
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Approved/Disapproved: Aquatics Manager/Supervisor _____