



Date of Request: \_\_\_\_\_  
Received by: \_\_\_\_\_

### Cary Park District Pool Usage Request

Applicants must be at least 21 years of age.

Name \_\_\_\_\_ Site \_\_\_\_\_

Resident \_\_\_\_\_ Non Resident \_\_\_\_\_ Specific Purpose of Rental \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Requested Date(s) \_\_\_\_\_

Phone (H) \_\_\_\_\_ Requested Time \_\_\_\_\_

(W) \_\_\_\_\_ Arrival Time \_\_\_\_\_ Depart Time \_\_\_\_\_

Organization \_\_\_\_\_ Additional Needs/Requests \_\_\_\_\_

NFP Resident \_\_\_\_\_ NFP Non resident \_\_\_\_\_

Commercial Resident \_\_\_\_\_ Commercial Non resident \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

*I have read the attached rental guidelines. I agree to follow the rental guidelines as stated and understand that failure to follow the guidelines and comply with all applicable Cary Park District policies and ordinances may result in loss of privileges and loss of part or all of the required security deposit.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Must be at least 21 years of age)

#### Office Use Only

Request has been:

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Recorded \_\_\_\_\_ By Staff \_\_\_\_\_ Date \_\_\_\_\_

Paid by: Credit Card (Type) \_\_\_\_\_ Check (#) \_\_\_\_\_ Cash (Receipt) \_\_\_\_\_  
*Checks should be made payable to Cary Park District.*

Usage Fee \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

Security Deposit \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

## Cary Park District Rental Guidelines

### Pool

Any question regarding these guidelines should be directed to the Cary Park District between 8:30am-5:00pm, Monday-Friday at 847-639-6100.

The pool is available for rental during the pool season only. The typical season runs from the first weekend in June through the third weekend of August.

The pool is located adjacent to the Community Center. There is a main pool with a dive well and a tot pool area. State Code limits pool capacity to no more than 642 individuals.

All pool rentals will require the presence of specifically trained Park District staff. Renters are responsible for the staff fees over and above the regular usage rate.

**The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.**

### **Deposits**

#### *Reservation*

The renter must first complete the attached request form. After the request has been approved by staff, a \$25 *reservation deposit* must be submitted to hold the requested time and date.

#### *Payment of Fees*

All fees associated with a rental must be paid in full no less than fourteen days prior to the rental date. Rentals requested and approved with less than fourteen days between approval and rental date will require all fees paid in cash or by credit card.

#### *Security*

A security deposit will not be required for pool rentals.

### **Usage Fees**

Fees for each rental are determined by several factors specific to each individual rental. Refer to the categories below to determine individual/group status. Fees for rental sites are listed by category. (See attached, List of Usage and Permit Fees) Additional costs regardless of category may be necessary depending on the individual need of each rental.

#### *User Categories*

##### Category "A"

Includes Cary Park District based governmental or non-profit organizations whose membership is comprised predominantly, (at least 75%), of Park District residents and the purpose of the rental is not commercial in nature

<OR> (See top of page 3)

Individual Park District residents (must be 21 years of age); when the purpose of the rental being conducted is not commercial in nature.

Category “B”

Includes non Cary Park District based governmental or non-profit organizations and the purpose of the rental is not commercial in nature.

<OR>

Individual non-residents (must be 21 years of age); when the purpose of the rental being conducted is not commercial in nature.

Category “C”

Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or the event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fee for a rental based on the needs of each individual rental.

**Cancellations**

Cancellations made at least fourteen days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a refund only if a replacement rental can be scheduled.

Refunds will not be given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site or for any other reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

**Additional Equipment/Special Permits**

Additional equipment or supplies are the responsibility of the renter. Additional equipment or supplies desired, the layout of the site and the related activities must be approved in writing prior to the date of the rental by Park District staff. The layout of the site is subject to change at the discretion of Park District staff. The Park District will not sign for or accept delivery of any equipment or supplies. It is the renter’s responsibility to provide a representative to accept any deliveries of approved equipment and supplies.

Requests and special use permits for additional equipment or supplies must be completed and approved prior to the rental date. Where required, a special use permit for each additional piece of equipment or supplies brought on site must be issued through the Park District. No requests or special use permits will be granted on site or the day of the rental. The final approval of any piece of equipment brought onto the site is the discretion of the Park District.

The Park District will determine a designated place for each piece of additional equipment or supplies to be brought on site. Equipment or supplies not properly placed will result in the rental being cancelled immediately and forfeiture of all fees paid.

**Alcohol**

The use or consumption of alcohol will not be permitted during any rental of the pool.

**Insurance**

The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental.

All insurance certificates must specifically state “The Cary Park District is an Additional Insured with respect to XXX’s activities for a rental held by XXX on (date).”

*General Liability*

The rental host shall secure and maintain in it’s own name and with the Cary Park District named as additionally insured, general liability insurance covering bodily injury and property damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars for each accident and one million dollars aggregate property damage. General Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

## Pool

### Usage Rates

|      | <u>"A"</u> | <u>"B"</u> | <u>"C"</u>                                  |
|------|------------|------------|---|
| Pool | \$75/hr    | \$150/hr   | To be determined<br>by Park District staff. |

Staff: Lifeguards - \$9.00/hr – Minimum 5 guards.

Manager - \$16.00/hr – Minimum 1 manager.

Guest Services - \$8.00/hr – Minimum 2 guest service staff.