

# FOX VALLEY PARK DISTRICT

## After-Hours Rental Request



### EVENT INFORMATION

Requested Date \_\_\_\_\_

Time  Friday, 7:30-9:30 p.m.  Saturday/Sunday, 7-9 p.m.  Saturday/Sunday, 7-10 p.m.

### CONTACT INFORMATION

Contact Name\* \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

\*Contact must be present during rental.

### EVENT DETAILS

Package Selected (see back for details):  Atlantic Adventure  Pacific Plunge

Type of Event \_\_\_\_\_  Check here if this is for a non-profit group†

Purpose of Event \_\_\_\_\_

Expected number of guests Adults # \_\_\_\_\_ Children # \_\_\_\_\_ Total # \_\_\_\_\_

† Non-profit includes schools, government, service agencies, 501(c)3 and not-for-profit groups. Please check with staff to see if your group qualifies.

### FOOD ARRANGEMENTS

Large coolers are permitted. The cooler(s) will be checked upon entering the park for glass and alcohol. State law requires that all food and beverages stay in the concessions / picnic area. Caterer(s) must provide a Certificate of Insurance and a Health Department License.

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### OFFICE USE ONLY

#### PAYMENT STATUS

50% Deposit Received (a balance of the full amount will be placed on the contact's account)

Amount \$ \_\_\_\_\_

Final Payment Received

Amount \$ \_\_\_\_\_

Check One:  Check # \_\_\_\_\_  Visa  MasterCard  Discover Cardholder Name \_\_\_\_\_  
Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

#### RENTAL STATUS

Rental has been booked ..... Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Confirmation Call Placed (one week before event) ..... Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# FOX VALLEY PARK DISTRICT

## After-Hours Rental Request



### After-hours Rentals • Friday 7:30-9:30 p.m.; Saturday/Sunday 7-9 p.m. or 7-10 p.m.

Package (2 hour rental, up to 300 guests)	Regular Rates		Non-Profit		Additional Guests
	2-hour	3-hour	2-hour	3-hour	
<input type="checkbox"/> <b>Atlantic Adventure:</b> Includes exclusive use of the park and amenities except for the two drop slides	\$530	\$795	\$486	\$729	Residents: \$3, Non-residents: \$4  Number of Add'l Residents**: # _____ x \$3 = \$ _____  Number of Add'l Non-residents: # _____ x \$4 = \$ _____
<input type="checkbox"/> <b>Pacific Plunge:</b> Includes exclusive use of the park and amenities PLUS the two drop slides	\$630	\$945	\$580	\$870	
<b>Total Due</b>					
<b>50% Deposit</b>					

\*\*To qualify for the resident rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.

### SECURE YOUR RENTAL

To secure your rental, please send the following items to Vaughan Athletic Center:

2121 W. Indian Trail, Aurora, IL 60506 • 630-907-9600

- Rental Request Form
- 50% Deposit
- Acknowledgement of After-Hours Rental Guidelines Agreement

If needed and/or requested:

- 501(c)3 Form
- Certificate of Insurance
- Health Permit (for vendors preparing food onsite)

**Remaining balance is due 7 days before your event.**

Checks should be made out to the *Fox Valley Park District* and mailed to the Vaughan Athletic Center, 2121 W. Indian Trail, Aurora IL 60506.

To pay by credit card, please call 630-907-9600. Payment cannot be made directly at the outdoor aquatic center. A receipt will be emailed once the rental has been processed. In order to properly protect all our guests, we ask that you read the enclosed rules and make these rules known to all group members before entering the park.

Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# After-Hours Rental Request



## THIS AGREEMENT MUST BE SIGNED AND SUBMITTED TO SECURE RENTAL

### ARRIVAL / DEPARTURE

- Renter may arrive 15 minutes prior to the start of the rental to allow time for setup if needed. Please be advised that the pool is open to the public until 7:30 p.m. on Fridays, and 7 p.m. on Saturdays and Sundays. We ask that all guests of the rental group wait until 7:30 on Fridays and 7 p.m. on Saturdays and Sundays to enter the facility.
- Upon arrival the renter should check in at admissions to receive wristbands for the group. Smaller children will need to be 48 inches tall to ride the waterslides. They will be given a separate wristband upon height verification.
- At the conclusion of the event, please be sure that the reserved area is cleaned up, garbage is placed in the garbage cans and that the area is vacated by guests.

### FOOD

- Food prepared by a vendor onsite requires a Certificate of Insurance and Health Permit.
- Fox Valley Park District now allows customers to bring their own food and beverages into our outdoor aquatic facilities. Those facilities no longer have concessions available on-site other than Pepsi vending machines. As our guest, you may:
  - Bring your own food and beverages within the restrictions listed below.
  - Order your favorite food and have it delivered right outside of the aquatic center, at our designated delivery zone. Patrons must use their pool admission receipt or membership card for re-entry into the facility.
- Food restrictions include:
  - No alcoholic beverages
  - No glass containers or bottles
  - No grilling on the premises
  - Only sealed beverages are allowed into the park
  - You may bring empty bottles to fill at our water station
  - Food and beverages are allowed in designated concessions and grassy areas only
  - One hard or soft-sided should strap cooler per guest allowed. No large rolling coolers.
  - All coolers and bags will be inspected upon entry

### DEPOSIT & PAYMENT

- A 50% deposit is required to secure the rental.
- The balance of payment will be placed on the organizers account and is due via credit card (7) seven full days prior to the event.
- Failure to pay the balance in advance will result in rental cancellation.
- **Payment cannot be made directly to Phillips Park Family Aquatic Center.**

### CANCELLATIONS & REFUNDS

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund including deposit. If notice is given less than 14 days, no refunds will be issued and the deposit will be forfeited.
- If the Aquatic Center cancels your rental before it begins for any reason such as inclement weather, maintenance issues or unsafe conditions, you will receive a full refund.
- The Park District may cancel pool rentals due to cool temperatures (below 67 degrees) or inclement weather. If weather is questionable the Aquatics Manager will contact the rental organizer one hour prior to the party, so he/she can decide whether to cancel and receive a full refund or try to reschedule for another date. Renter may receive a partial refund less any cost incurred if during the party inclement weather causing the facility to close early, otherwise no refunds will be issued.
- The contact number for the day of your scheduled rental at Phillips Park is 630-851-8686, and for Splash Country please call: 630-906-7981. Ask for the Aquatics Manager on Duty.
- **Safety Reminders:** For the safety and enjoyment of our guests, we ask that you read the rules and guidelines on the back of this form and make these rules known to all group members before entering the park.

# After-Hours Rental Request



## AFTER-HOURS AQUATIC SAFETY GUIDELINES

### POOL RULES

- Parents and guardians are responsible for supervising children. Lifeguards are on-duty to enforce rules and respond to emergencies.
- Children under 12 years must be accompanied and supervised by someone 16 years or older in order to be admitted.
- Children age 12 to 15 may use the facility unsupervised.
- All guests entering the park must pay admission. This applies to guests that will be supervising swimmers without entering the water.
- Guests under 48 inches tall must wear a life jacket or be within arm's reach of a parent or guardian at all times.
- All life jackets must be U.S. Coast Guard approved. All other flotation devices are prohibited.
- Guests must be 48 inches or taller to use the water slides.
- Running on the pool deck is prohibited.
- Diving is prohibited in the shallow area, but allowed in designated areas.
- Flips, twists and backward entry into the pool is forbidden.
- Shoving, pushing, dunking, hitting and breath holding contests are not allowed.
- Children not yet toilet-trained must wear a swim diaper and plastic liner.
- Do not sit on, cover or attempt to disrupt the flow of water from geysers and fountains.
- Lap lanes are primarily for adult patrons.
- Do not hang on or swim over the lap lanes or diving ropes.
- Swimming is forbidden without a lifeguard present.
- All instructions and commands given by lifeguards must be obeyed.
- Do not distract the lifeguards while supervising the pool. Unless it is a pool or water-related emergency, direct all questions or issues to staff at the admission building.
- Guests are encouraged to make any special accommodations needed known to staff.

### FACILITY RULES

- Cell phone use is strictly prohibited in the locker rooms.
- Food and beverages can only be consumed in designated areas.
- Glass containers are not allowed.
- The use of tobacco, alcohol or illicit substances is forbidden within the park and surrounding area.
- Firearms and other weapons are not allowed in the park, or any Fox Valley Park District facility.
- Please refrain from the use of profanity or offensive language.
- Swimming with a communicable disease or diarrhea symptoms is a violation of state law. If you or your child is suffering from, or recently suffered from, a communicable disease, please refrain from using the pool for at least five days.
- This facility follows U.S. Center for Disease Control guidelines for fecal incidents. This may require clearing/closing of the pool for disinfection.
- Please shower before entering the pool, and wash hands and shower after using the restroom.
- Please use designated changing room and restroom areas for diaper changing.
- Management reserves the right to close the facility due to unsafe weather and/or health conditions.
- Admission into the park maybe refused to persons with potentially hazardous medical conditions.
- Please secure all belongings. Fox Valley Park District is not responsible for loss or theft of any personal items.
- Management may implement and enforce rules that are more stringent or that supplements those listed to ensure the safety of guests.
- Failure to abide by these guidelines may result in disciplinary action and/or ejection from the facility.
- Vigilance Awareness Training is conducted at this facility. Testing provides aquatic staff with emergency and rescue training.

### WEATHER

Fox Valley Park District is not responsible for monitoring nor reporting approaching weather systems to its Renters, nor to participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants and spectators.

I UNDERSTAND AND HAVE READ THE ABOVE RENTAL GUIDELINES, AS WELL AS THE AQUATIC SAFETY GUIDELINES ENCLOSED AND UNDERSTAND THAT IF ANYONE IN MY ORGANIZATION/GROUP IS UNABLE TO ABIDE BY THESE REGULATIONS, THEY MAY BE ASKED TO LEAVE THE PREMISES. CONTINUED DISREGARD FOR THE RULES MAY RESULT IN THE FORFEITURE OF THE REST OF THE DAY AND THE BANNING OF MY ORGANIZATION FROM RETURNING TO THE AQUATIC CENTERS.

### ACKNOWLEDGEMENT OF AFTER-HOURS RENTAL GUIDELINES AGREEMENT

Print Name of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_