

VAUGHAN ATHLETIC CENTER

Aquatics Reservation Request Form & Agreement

Event Information

Requested Date _____ Time _____

Must include set-up and tear-down time

See pricing sheet for minimum time requirements on private facility rentals

Contact Information

Contact's Name _____

Organization Name (if applicable) _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____

Cell Phone Number _____ Main Contact Date of Birth _____

Email _____ Fax _____

Emergency Contact Name _____ Phone Number _____

Event Details

Type of Event (i.e. Birthday Party, Reunion, Family/Company/Church Picnic, Graduation Party):

Expected Number of Guests (1+): Total _____

Please indicate if you will have the following at your rental:

Live or Amplified Music*: Yes No

Admissions: Yes No If so, how much? \$ _____

Fundraiser: Yes No

Caterer*: Yes No

Concessions or Merchandise Sales: Yes No

Lighted Candles: Yes No

Donations accepted at the event: Yes No

*Certificate of Insurance and/or Health Permit required two weeks prior to the rental

Please indicate the number needed of each: _____ Tables _____ Chairs

(Limited amount available. Large rentals may require rental at the expense of the renter.)

Additional Comments: _____

Vaughan Athletic Center

2121 W. Indian Trail

Aurora, IL 60506

vacreservations@fvpd.net

Phone (630)907-9600 • foxvalleyparkdistrict.org

Aquatics Reservation Request Form

Rate Category Descriptions

Residency	
<input type="checkbox"/> Non-Profit Groups	Churches, government, non-profits (501c3), schools, social services, and social clubs
<input type="checkbox"/> Residents	Residents of Aurora, North Aurora, Montgomery, and Sugar Grove
<input type="checkbox"/> Non-Residents	All other renters

Private Rentals Saturdays & Sundays Only beginning at 5:30 p.m.	Non-Profit (Per Hour)	Resident (Per Hour)	Non-Resident (Per Hour)	Number of Hours (2 Hour minimum)	Total
Competition Pool up to 225 guests - \$150 deposit	\$150	\$200	\$250		
Leisure Pool up to 225 guests - \$150 deposit	\$200	\$250	\$300		
Competition & Leisure Pools up to 450 guests - \$150 deposit	\$300	\$350	\$400		
Wibit Obstacle Course (Flat Rate) Applies to Leisure & Competition & Competition Rentals Only	\$50	\$50	\$50		
Lap Lane Rentals Rental Fee is per lane per hour & each attendee must pay a daily facility fee \$7(R)/\$9(N) <i>**Subject to lap lane availability**</i>	Non-Profit 9 a.m.-5 p.m.: Non-Prime 5-10 p.m.: Prime	Resident 9 a.m.-5 p.m.: Non-Prime 5-10 p.m.: Prime	Non-Resident 9 a.m.-5 p.m.: Non-Prime 5-10 p.m.: Prime	Number of Hours	Total
Lap Lane (Non-Prime/Prime)	\$5/\$10	\$10/\$15	\$20/\$25		
				Subtotal	
				Refundable Deposit	
				Total Due	

Secure Your Reservation

To secure your reservation, please submit the following items to Vaughan Athletic Center:

- Request Form and Agreement Refundable Deposit
 Reservation Guidelines Form

If needed and/or requested:

- Certificate of Insurance
 501(c)3 Form

Full payment is due 14 days before your event.

A confirmation and receipt will be emailed once the reservation has been processed. Deposit must be paid online within 48 hours through your FVPD account. Directions will be sent via email to you.

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

Contact's Signature _____ Date _____

Staff Signature _____ Date _____

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Aquatics Reservation Guidelines Agreement

These guidelines must be signed and submitted to secure your reservation

Reserving the Facility

- The Fox Valley Park District reserves the right to terminate any rental agreement with a 30-day notice.
- The Fox Valley Park District reserves the right to:
 - Cancel the facility rental due to scheduled Fox Valley Park District functions.
 - Revoke any request previously granted at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the facility is endangered by the continuation of such activity.
- Renters shall reserve facility no more than four (4) months in advance. Exceptions may be made for special circumstances with the approval of the facility manager (i.e. family reunions, wedding anniversaries, wedding receptions).
- All guests entering the party room and/or pool deck are included in the guest count.
- All guests participating in rentals must complete a waiver prior to entering the facility.

Rental Deposit, & Payment

- A \$150 damage deposit is required per area at the time of rental confirmation. If renting multiple or adjoining rooms, the required deposit is \$50 for each additional area. Deposits will be refunded in full, providing there are no damages, contract breaches, or extra hourly charges, and all conditions of the rental are met. Deposits will be forfeited for excess hours or clean up.
- Conditions that lead to withholding part or all of the deposit include, but are not limited to, the following:
 - Clean up is not completed as outlined in the facility rental regulations
 - Use of the area exceeds scheduled rental time. Additional hourly charges or any part thereof equal to the area's rate may be charged.
 - The number of persons attending the event exceeds the number of participants listed in the agreement.
 - Fox Valley Park District equipment is damaged during the rental period.
 - Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
 - Not adhering to facility rental regulations.

Cancellations & Refunds

- Cancellations must be submitted in writing to the Facility Manager by the person who signed the contract.
- Cancellations must be made at least 30 full days in advance of the event to receive a full refund less a \$5 service charge.
- Cancellations made less than 30 days in advance forfeit the \$150 deposit.
- Cancellations made less than 7 days in advance forfeit the entire paid balance upon cancellation.
- No deposit refunds will be granted on rescheduled bookings of a cancelled contract.

Aquatic Center Guidelines, Rules, & Regulations

- Renter is responsible to see that all activities and guests are limited to the rented space only, properly controlled, and supervised. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
- If the event requires police intervention, part or all of your deposit may be withheld.
- We thank you for wearing commercially sold swimsuits to participate in recreational aquatic activities. White t-shirts are allowed to be worn over swimsuits.
- Guests under 48 inches tall must be wearing life jackets or be within arm's reach of their parent or guardian at all times.
- All life jackets must be U.S. Coast Guard approved. Other floatation devices must be approved by management staff prior to entering the facility.
- Anyone wearing a lifejacket on the WIBIT must be accompanied by an adult.
- Guests are encouraged to make any special needs known to management staff, who will be happy to assist guests when possible.
- Cell phones may not be used in the locker rooms.
- All apparel and footwear brought into the facility and worn on deck should be clean.
- Children not yet toilet trained must wear a swim diaper.
- Guests are required to shower before swimming.
- Management reserves the right to close the facility due to unsafe conditions.
- Admission into the facility may be refused to persons with potentially hazardous medical conditions.
- Please lock up your belongings. The park district is not responsible for loss or theft of any personal items.
- Vigilance Awareness Training is conducted at the facility. Testing provides aquatic staff with training when safety mannequins are placed into the pool for practice rescues.
- Parents or guardians are responsible for supervising their children. Lifeguards are on duty to enforce rules and respond in case of emergency.
- No minor (under 12 years of age) will be permitted to use the building unless adult supervision is present during the entire rental.
 - Adequate adult chaperones must be provided for guests less than twelve years of age (one chaperone to every eight minors).
 - No minors from the group will be permitted in the facility until an adult from the group is present.

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- No smoking is allowed inside any park district facility.
- No helium balloons allowed.
- Lighted candles or open flames (with the exception of sterno cups and birthday candles) inside any buildings require approval from the Facility Manager.
- Renters must load/unload through designated public building entrance(s) only.
- Upon arrival and departure be sure that area is cleaned up, garbage is placed in garbage cans, and the area is vacated by guests. Failure to do so may result in the deposit not being refunded.
- Management may modify these guidelines, rules, and regulations to ensure the safety of guests.

Food & Alcohol

- Food prepared by a vendor on site requires a Certificate of Insurance and Health Permit and is limited to designated areas only.
- Renters are responsible for their own catering, linens, dishes, and supplies. Any equipment or decorations brought on site must be delivered and picked up with your rental time period. Park District staff will not sign for or take delivery on behalf of renter. Violations may result in loss of some or all of deposit.
- No alcohol is permitted in the facility. Violations may result in being asked to leave, conclusion of the rental, and loss of some or all of deposit.
- Food prepared by a vendor on site requires a Certificate of Insurance, Health Permit, and approved setup by management prior to the event.

Music & Sound

- Rentals planning to have live or amplified music/sound must get approval from the Facility Manager to obtain a permit
- Renter may be asked to reduce noise level at the park district's discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and will lose rental deposit and potential future rental privileges.
- Music selection played during rental must be language and subject appropriate for use during a rental at a community center. If not, the renter will be asked to change to a more appropriate music selection (avoid bad/negative music, language, lyrics).

Security and Insurance – Fox Valley Park District

- Groups may be required to pay for extra security at a rate of \$35 per hour per officer.
- Renters are not allowed to provide their own security.
- Groups may be required to provide proof of insurance.

Vendors

- Please list all vendors that you will be using during your event.
- All vendors used for your event need to be submitted to Vaughan Athletic Center 14 days prior to event to determine insurance requirements and preferred vendor status is met.
- There will be a vendor fee charged per rental for vendors selling/promoting products or services (\$50 for non-food related and \$100 for food related).

Food Service:	Other:
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Acknowledgement of Rental Guidelines Agreement:

I have read the above and agree to abide by all terms and conditions set forth in the Rental Guidelines Agreement, and that failure to adhere to these regulations will incur financial penalties and possible legal action.

Waiver of Liability and Release of Claims:

I certify that all the information above is correct. I have read the Facility Rental Regulations pertaining to use of Fox Valley Park District facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract, and (3) reimburse the Fox Valley Park District for all loss or damage to FVPD equipment/property caused by such use. In consideration or participation as specified at the location requested, for the date(s) and time(s) requested, it is fully understood and agreed by the parties that user shall fully defend, indemnify, and hold harmless the Fox Valley Park District, including its officers, employees, volunteers, and agents against any and liabilities claims, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement.

Contact's Name _____ **Date of Event** _____

Contact's Signature _____ **Date** _____

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