

Richmond Community Pool Rental Agreement



Rental Information

Date Requested _____ Type of Activity _____ Attendance _____

Rental Time (including set up/clean up) _____ am / pm - _____ am / pm

Pool Rental Fee: \$300.00 (3-hour time block)

This included lifeguards and exclusive access to the Richmond Community Pool

Pool Deposit: \$100.00 (due when booking the rental and applies to the balance of the overall rental fee)

Applicant Information

Name _____

Address _____ City/Zip _____

Daytime Phone _____ Evening Phone _____

Email _____

I have received a copy of the rental policies and procedures and agree to the conditions listed

Signature of Applicant _____ Date _____

Printed Name _____

FOR OFFICE USE ONLY: _____ Richmond Community Pool Rules _____ Rental Agreement

Deposit Date _____

Cash / Check # _____

Copy of Rental Agreement given to Renter

Staff Initials _____

Rental Fee _____

Balance Due \$ _____ Due by: _____

Date Paid _____ Cash / Check # _____

Staff Initials _____

Comments _____

Richmond Community Pool Rental Guidelines

- Recreation Programs has first priority in booking classes into the facility. Resident rentals will then have opportunities to book the facility thereafter. Please see schedule as to when the booking dates will be available.
- Rentals are only permitted Saturdays and Sundays from 6:00pm to 9:00pm or at the discretion of the pool director.
- Reservation deposit (\$100) is due at the time of booking for all groups. The deposit is applied to the overall rental fee.
- The Richmond Community Pool maximum capacity is 160 people.
- When renting the Richmond Community Pool, all pool rules apply. Lifeguards have full authority to enforce rules as necessary.
- The Concession Stand will be closed during the rental. There is NO food or drink in the bathhouse or on the pool deck.
- A completed rental agreement and reservation deposit must be received before the rental will be booked at the facility. The following must be submitted or confirmed one month prior to the rental:
(1) Actual rental times (2) Actual number of guests attending (3) Balance of rental paid in full
- All cancellations must be received by the City of Richmond Parks and Recreation office no later than three (3) business days before the event. Failure to cancel three (3) business days before the event will result in forfeiture of the \$100 deposit.
- In the case of pool contamination or inclement weather – fee is transferrable to another date (as long as date is available) or a full refund may be granted (allow 2-3 weeks for processing).

Please initial the Policies and Procedures listed below

Policies and Procedures for Richmond Community Pool Rentals

- _____ Richmond Community Pool Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservations will be secured.
- _____ Applicant is responsible for all damages incurred to the facility during the rental
- _____ The following must be submitted or confirmed one month prior to the rental.
- * Rental times
 - * Number of guests attending
 - * Balance of rental paid in full
- _____ Occupancy of the rental area later than stated on the contract will result in ***additional fees***. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 9:00 pm.
- _____ Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- _____ Smoking is not permitted anywhere in or around the patio/fence, the facility enclosure, or bathhouse.
- _____ **Renter is responsible of removal of their trash to the outside dumpsters.**
- _____ All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Richmond, nor their employees can be held responsible for any item left at the facility by either the renter or persons/companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.
- _____ **No Alcohol allowed in or around Richmond Community Pool Facility.**
- _____ Decorations **cannot** be pinned, taped, stapled or otherwise affixed to the walls or tables.

_____ All chairs and tables provided by the facility must remain in their designated areas that is rented at all times.

_____ The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. **The undersigned will leave the facility in a condition as good as, or better than, originally found.** The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.

_____ In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Richmond Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

_____ I/We _____ agree to defend, indemnify and hold harmless the City of Richmond, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Richmond by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract. By entering into this agreement, the City does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

Signature of Applicant _____

Date _____

Printed Name _____

Richmond Parks and Recreation Office
36164 Festival Drive
Richmond, 48062
Phone: (586)727-3064
Fax: (586)727-3512
Email: parksandrec@comcast.net



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