



APPLICATION FOR POOL FACILITY RENTAL

John J. Sinde Community Swimming Pool

Westchester Park District
10201 Bond Street
Westchester, IL 60154-4359

Submission Date: _____

Phone: 708/865.8200 Fax: 708/865.8242

Name/Organization Name: _____

Address: _____ **Town:** _____ **Zip:** _____

Intended Use of Facility: _____

Contact Person: _____

Home Phone: _____ **Alternate Phone:** _____

Date Requested: _____ **Alternate Date:** _____

Please mark your selections.

Pool rental fees for 1-175 guests AND optional amenities fees

			<u>Main Pool</u>	<u>Kiddie Pool</u>	<u>Water Slide</u>	<u>Over 175 guests</u>	<u>TOTAL</u>
___	Wednesday	8:45 PM to 10:15 PM	\$ 175.00	___ +\$30.	___ +\$60.	___ +\$30.	\$ _____
___	Friday	8:45 PM to 10:15 PM	\$ 175.00	___ +\$30.	___ +\$60.	___ +\$30.	\$ _____
___	Saturday	8:45 PM to 10:15 PM	\$ 175.00	___ +\$30.	___ +\$60.	___ +\$30.	\$ _____
___	Sunday AM	9:00 AM to 10:30 AM	\$ 150.00	___ +\$30.	___ +\$60.	___ +\$30.	\$ _____
___	Sunday	6:30 PM to 9:00 PM	\$ 300.00	___ +\$50.	___ +\$95.	___ +\$50.	\$ _____
___	<u>Sunday</u>	<u>6:30 PM to 9:30 PM</u>	<u>\$ 350.00</u>	___ +\$60.	___ +\$115.	___ +\$60.	\$ _____
___	<u>Sunday</u>	<u>6:30 PM to 10:00 PM</u>	<u>\$ 400.00</u>	___ +\$70.	___ +\$135.	___ +\$70.	\$ _____

POOL DEPOSIT:

A DEPOSIT OF \$ 100.00 IS REQUIRED TO RESERVE THE DATE

The full deposit will be refunded after the scheduled rental date; or a prorated amount of the deposit will be refunded after the rental less any expenses that the Park District incurs due to the rental; such as, property damage, excessive maintenance clean-up, time overage, etc. Time overage is billed after an allowance of 15 minutes from the rental's scheduled end time. Time overages will be billed at \$33.00 per 15 minute increments. (e.g., 15 minutes or less = \$33.00, 16-30 minutes = \$66.00. etc.)

< **Please complete back side of this form** >

Due to the limited number of available dates and unpredictable weather conditions the following policies will be enforced regarding pool rentals.

Rental Cancellation Policy

The security deposit and rental fees will be refunded in full on the condition that the Administrative office (708.865.8200) is notified during business hours (Monday – Friday, 9am – 4:45pm) of your intent to cancel **at least 21 business days** prior to the date of the rental.

Applicant's Initials

Rental Rescheduling Policy

- ❖ On the day of the rental the pool manager will contact the renter two hours prior to the start time of the rental. This call will clarify the renter’s needs as well as where to enter, decorating requests, food placement, etc. If, at this time, the on-duty pool manager and the renter agree that the weather forecast is threatening severe weather for the time of the rental, the rental will be cancelled. The renter must contact the Administrative office the next business day to reschedule their rental.

(Note: Private rentals do not follow the same temperature guidelines as public open swim hours.)

If, two hours prior to the rental start time, the pool manager is unable to reach the renter by phone with the numbers provided on the front of this form; the rental will proceed as scheduled and the renter will forfeit the rescheduling or refund option.

- ❖ If the rental gets rescheduled for a comparable day, there will not be an exchange of money.
- ❖ Rental fees will be adjusted if the renter reschedules for a day where the time and/or fee do not coincide with their first scheduled rental.
 - a) The renter will owe the remaining balance prior to the date of their new rental, or
 - b) The Administrative office will issue a refund for overpayment after the rental has taken place.

If the renter does not agree to reschedule their rental from the remaining available dates, the renter will forfeit their security deposit. The renter will receive a full refund of the rental fees paid **minus** their security deposit after speaking to the Administrative office.

- ❖ If there are no dates available for the renter to reschedule their rental, the renter will receive a full refund of all rental fees **plus** the security deposit after speaking to the Administrative office.
- ❖ There will be **no refund** of the security deposit and fees or the option to reschedule for any rental cancelled by the renter less than 2 hours prior to the scheduled rental time.

Applicant's Initials

Severe Weather Conditions

In the event of severe weather (i.e. lightning, high winds, severe storms, et al), the pool manager on duty will determine if the rental should be cancelled prior to commencing or halted in progress for the safety and protection of all staff and guests. The pool manager will use his/her best judgment and/or the internet weather forecast to come to a decision.

- a) The renter will follow the rental reschedule policy, if cancelled prior to scheduled start time.
- b) The renter will follow the rental reschedule policy, if less than 75% of the rental time has passed.
- c) The rental will be considered a completed rental if 75% of the rental time has passed.

Applicant's Initials

Criminal Background Checks

The Park District requires that if the facility is rented for the use of children under the age of 18, and this application is for multiple dates, the person responsible for the rental shall be required to have a satisfactory Criminal Background Check on file with the Park District according to our policy. The renter, hereby, agrees that the person with the satisfactory Criminal Background Check shall be on the premises during the rental’s duration.

Applicant's Initials

Office Use

✓ \$ 100.00 Security Deposit - Due upon date confirmation Date Paid: _____

✓ Rental Fee \$ _____ + Amenity Fees \$ _____ = TOTAL \$ _____