

PARKS & RECREATION

# Aquatics After-Hours Rental

The Station at Central Park | 700 S. Broadway | Moore, OK 73160



## Renter Information

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_  
(First) (M.I.) (Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email: \_\_\_\_\_

**Rental Hours:** Memorial Day – Labor Day (Daily) 8:30–10:30 p.m.

\*2-hour maximum rental period. Dates may vary based on pool availability. Rentals must be booked/finalized at least 7 days in advance. Exclusive access to the aquatic center guaranteed – only 1 rental booked per night.

## Event Information

Event Name: \_\_\_\_\_ Estimated Number of People Attending: \_\_\_\_\_

Event Description: \_\_\_\_\_

Reservation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Facilities	Rates	
Shallow Play Area (up to 75 ppl)	\$55/hr + \$50 deposit*	<input type="checkbox"/>
Lap Pool (up to 150 ppl)	\$150/hr + \$50 deposit*	<input type="checkbox"/>
Slides/Lazy River (up to 200 ppl)	\$250/hr + \$150 deposit*	<input type="checkbox"/>
Entire Pool (up to 200 ppl)	\$350/hr + \$300 deposit*	<input type="checkbox"/>

\*Deposits will be refunded within 2 weeks after your event, as long as the facility area being rented is left clean and without damages. This will be assessed by staff following your rental.

Add-Ons	Rates	
Outside Food & Drink (Must remain in concession area)	\$35	<input type="checkbox"/>
Event Security Staff (At least 1 officer required for entire pool rentals expecting 100 or more people)	\$100/hr (per officer)	<input type="checkbox"/> # of officers requested _____

# Renter and Guest Policies and Procedures

Renters and guests must follow the established rules and regulations of The Station Aquatic Center. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund, or withholding of deposit. In addition, renters must adhere to the following guidelines:

1. Rentals must be booked with a 7-day notice. Reservations must be made in-person and by a person 18 years of age or older. The full rental amount WITH deposit must be paid in full at the time of booking to reserve an aquatic facility. All money paid will be deposited at the time of reservation, including checks. Returned check payment with insufficient funds will result in a cancellation of rental plus \$25 fee. This payment must be paid in full, in cash, at The Station Front Desk. Rental will be re-established if available once the insufficient funds are paid in full.

Renter initials:

2. Deposit will be refunded within 2 weeks after the reservation date. Station staff will assess the facility immediately following the rental to determine refund status. To receive a full deposit refund:

- Renters and all guests must be completely out of the aquatic center by the reservation end time (Additional charges will be applied after 15 minutes).
- Facility must be cleared of trash, and outdoor concession area must be clean.
- Facility (s) must be free of damages to equipment including pool chairs, tubes, locker rooms, etc.
- All rental policies/procedures and aquatic center rules must be followed by renter and guests and will be provided at time of rental.

Renter initials:

3. Failure to clean the facility (s), return tubes, and/or any damage to pool chairs will result in a forfeiture of the deposit. The renter is held liable for their group's actions including any damages or losses caused to The Station and/or Aquatics Facility during rental. Damage and/or destruction of the above named property will result in repair and/or replacement fees. If damage exceeds the deposit amount, the difference will be billed directly to the renter. Payment will be due within 72 hours of billed date.

Renter initials:

4. Renter must be present during the entire event and be available to assist with admittance. Staff will provide renter with limited wristbands (based on estimated number of people attending) to distribute to guests upon entry. For security purposes, guests should wear wristbands at all times. No reentry will be allowed. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. Rentals shall not infringe on or restrict the use of other facilities in The Station, and all walkways should remain clear.

Renter initials:

5. Use of an aquatic center facility will be restricted to the terms of the Rental Contract including area reserved, time of entry and departure, intended activity, etc. Early entry is strictly limited to 15 minutes prior to rental start time. Decorations shall not be attached to the walls, ceilings, windows, or sprinkler systems and shall not alter or damage any surfaces. No rice, confetti, or straw shall be used in or around Station property. Renters are asked to keep the noise at a reasonable level. If the renter hires a DJ, only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty.

Renter initials:

6. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests. The Station at Central Park reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured. No alcohol is permitted at The Station or on park grounds. Smoking/E-Cigarettes and use of other tobacco products is prohibited. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified. If the renter or guests are found to be using drugs or alcohol in the facility or on the property, the rental will be shut down immediately and the remaining balance for the reservation will be retained (aside from the deposit).

Renter initials:

7. 100% of cost minus \$25 processing fee will be refunded on any cancellation request prior to 5 business days (Monday – Friday) prior to start of your reservation. 100% of deposit plus \$25 processing fee will be collected on any cancellation request within 5 business days (Monday – Friday) from the start of your reservation. 0% of cost will be refunded on any no show or unused hours on reservation.

Renter initials:

8. Charging admission or selling merchandise or food requires prior approval.

Renter initials:

9. No cancellation without written notice.

Renter initials:

**NON-LIABILITY OF LESSOR-GENERAL PROVISION:** This agreement is made upon the express condition that the Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, claims, suits or losses however occurring or damages growing out of the same. The City of Moore also disclaims any and all responsibility for accidents or injuries occurring during the time of your use of this of this facility. The City of Moore reserves the right to enter the premises at any time.

## I have read and understand the above

Signature:  Print Name:   
Renter's Signature (must be 18 years of age or older)

## FOR OFFICE USE ONLY

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Paid Amount: \_\_\_\_\_

Receipt # \_\_\_\_\_ Cash / CC / Check # \_\_\_\_\_ Supervisor Approval: \_\_\_\_\_

AQ Initials: \_\_\_\_\_ REC Initials: \_\_\_\_\_