



313 E. Washington Street Oswego, IL 60543
 Phone: (630) 554-4477 / Fax: (630) 554-1577

Pool Rental Reservation Request

CSR Use Only Copy to Customer
 CSR Initials _____
 Date _____ Time _____

APPLICANT/ORGANIZATION INFORMATION

Name of Event _____ Contact Name _____
 Applicant/Organization _____ Contact Phone _____
 Address _____
 City _____ State _____ Zip _____
 Email Address _____
 Alternate Contact Name _____ Alternate Phone _____

EVENT/RENTAL INFORMATION



Reserve your party by completing this form and returning it with your \$100 deposit to a Park District office at least two (2) weeks prior to the date of your party. You may drop this form off at any Park District office; mail it to Reservations at Prairie Point, 313 E. Washington Street, Oswego, IL 60543; fax it to 630.554.1577; or email it to reservations@oswegolandpd.org.

Rental Date _____ Arrival Time _____ am/pm Departure Time _____ am/pm Total Hours Rented _____
 Number of Guests _____ Special Arrangements _____
 Detailed Description of Event/Rental _____ Resident: Yes No

Civic Center Aquatic Park							
Guests		Resident	2 Hr Rental	Each Add'l Hr	Non-Resident	2 Hr Rental	Each Add'l Hr
Mon-Sun	up to 199			\$520		\$200	
	200+		\$645	\$225		\$670	\$250

Winrock Pool							
Guests		Resident	2 Hr Rental	Each Add'l Hr	Non-Resident	2 Hr Rental	Each Add'l Hr
Mon-Sun	up to 149			\$325		\$125	
	150+		\$400	\$150		\$425	\$175

8:30-10:30pm Monday Tuesday Thursday Friday
 7:30-10:30pm Saturday Sunday

7:30-9:30pm Monday Tuesday Thursday Friday
 7:30-10:30pm Saturday Sunday

Concession Stand - Civic Center Aquatic Park Menu Available
 Open without Grill (\$80 Deposit Refunded if Purchases Exceed \$80) Closed
 Open with Grill (\$100 Deposit Refunded if Purchases Exceed \$100)

Early Entry to the Civic Center Aquatic Park and Winrock Pool is available for your rental at an additional rate of \$2.50 per person. This will allow your guests to enter the pool anytime after 5:00 pm on your scheduled date. The additional fee must be paid prior to your rental.

All requests must be confirmed by the Reservations Department. The Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility requested. Each request will be considered on an individual basis. All paperwork is due to the Park District a minimum of two weeks prior to the reservation date.

Total Rental Fee Due	\$
Add'l Hour Fee Due	\$
Concession Deposit Due	\$
Early Entry Fee (\$2.50/person)	\$
TOTAL AMOUNT DUE	\$
Less \$100 Deposit	\$
BALANCE DUE	\$

I have read and understand the Waiver and Hold Harmless Agreement, as well as the guidelines and rules for pool rentals, on the backside of this form and will be responsible for relaying this information to the members of my group/organization. I understand that violation of this agreement and/or the guidelines may result in my group/organization being billed for damages, repairs and/or cleaning of the facility due to misuse, as well as loss of the privilege to use Park District facilities. I agree to pay any incurred rental fees prior to each rental date.

Applicant Signature _____ Date _____
If paying by credit card your signature is authorizing the Park District to charge your credit card for payment.

RESERVATIONS OFFICE USE ONLY

Update Word/Excel Documents
 Copy to Pool Coordinator
 Copy to Concessions
 Concessions YES NO
 Early Entry Fee YES NO

Approved By _____ Date Entered _____
 Amount Due \$ _____ Amount Paid \$ _____
 Balance Due \$ _____ Date Balance Due _____
 Cash Check # _____ MasterCard Visa Discover Am Express
 Card Number _____ CVV _____ Exp Date _____
 Concession Deposit HOLD (\$80/100) Yes No Date Deposit Returned _____

RENTAL # _____

WAIVER AND HOLD HARMLESS AGREEMENT

I understand that Oswegoland Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least seven (7) days prior to the event to reschedule.

POOL RENTAL GUIDELINES

- A \$100 deposit will reserve the date for your pool rental. The balance due must be paid at least seven (7) days prior to the rental date. *Pool Rental Reservations open March 15 of each year.*
- The Park District may cancel pool rentals due to cool (below 70 degrees) or inclement weather. The Park District will contact the organization two hours prior to the start of the party so the group can decide whether to cancel or reschedule. Parties cancelled due to a pool closing by the Park District, the organization will receive a full refund.
- The contact phone number for the day of your party is: **Civic Center: 630.554.4469 / Winrock: 630.554.4053**
(Please ask for the manager on duty when calling.)
- Organizations may receive a partial refund, as determined by the Park District, if a party is interrupted by inclement weather.
- An organization may cancel their reservation up to seven (7) days prior to the date of the party to reschedule. If the Park District is unable to reschedule, then a full refund will be given.
- Party rentals cancelled less than seven (7) days prior to the date reserved, will not receive a refund.

RULES FOR POOL RENTALS

- Parents, please watch your children. The lifeguards are on duty to enforce rules and respond in case of emergency. Parents, guardians, and/or chaperones are responsible for supervising their children, regardless of their ability to swim.
- Parents of non-swimmers must remain in arms length of their child when in the water.
- Only Coast Guard approved personal flotation devices are allowed in the pool. (Sorry, no floaties/water wings.) Any child wearing a flotation device must remain within arms reach of a parent or guardian when in the water.
- For your safety the Park District does not allow any of the following:
 - Diving, twisting, or flips off the side
 - Running
 - Walking or running in gutters
 - Horseplay
 - Hanging on the ropes
- Children who are not toilet trained must wear a swim diaper with tight-fitting plastic pants over them.
- State law requires that food and beverages not enter the pool deck area.
- Alcohol, tobacco, and e-cigarettes are not allowed.
- Children seven (7) years and older must use gender appropriate locker rooms.
- Swim suits only please. Leotards, cutoffs, street clothes and denim are not permitted. Clean t-shirts worn for sun protection and religious attire are allowed.
- Please turn off cell phones, cameras, and video recorders in the locker rooms.
- Balls, inner tubes, masks, fins, rubber rafts and other similar pool toys may be used during a private pool rental.
- All other state and county health laws apply, as well as Park District ordinances. Additional rules may be added as necessary.

Questions regarding pool rentals and/or pool guidelines and rules, can be directed to the Park District's Reservations Department at 630.554.4477 or reservations@oswegolandpd.org

I have read and understand the waiver, guidelines and rules above.

I have received a copy of this form and the above waiver, rules and guidelines.

Applicant Signature _____

Date _____