



MOUNT HOREB RECREATION DEPARTMENT POOL PARTY RENTAL GUIDE

Dear Prospective Renter:

Thank you for your interest in renting the pool at the Mount Horeb Family Aquatic Center. The goal of the Recreation Department is to make your pool party as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following information. Please make sure that this site will meet your needs and the needs of your party prior to making a reservation.

The pool is available to rent on Saturdays and Sundays (10:30am-12:00pm or 7:15-8:45pm) from June 17 – August 13, 2023 (excluding 6/17, 6/24 and 7/8). Reservations for 2023 will be accepted starting May 1st.

RESERVATION PROCESS

- **A reservation is complete when ALL of the following has been submitted and has been approved by the Recreation Department staff:**
 - A completed Pool Party Rental Agreement*.
 - All rental fees.
- **The renter must be at least 18 years of age** and act as the designated contact to coordinate all rental matters. This person must also be present throughout the duration of the event.
- **All Pool Party reservations must be completed at least two (2) weeks in advance.** First come, first serve basis - only one (1) party is scheduled per time slot on a given day.
- **For available dates**, contact the Recreation Department at 608.437.3400 prior to turning in your Pool Party Rental Agreement (please have multiple dates in mind in case your first choice is already booked).
- **The pool is NOT reserved until all items listed above are turned in.**
- **A request can be denied if:** 1) the facility is not available, 2) the renter has an unsatisfactory use record, or 3) the rental could be detrimental to the best interests of the Village as determined by the Recreation Director. The Village reserves the right to reschedule any previously approved rental in the unlikely event that the facility cannot be used, or there is a conflicting activity.

*The Pool Party Request Form can be found at the end of this packet.

RENTAL FEES

All fees are due upon reservation of the pool along with the Pool Party Rental Agreement.

Acceptable payment methods include cash, check, Visa, MasterCard, Discover, American Express. Make checks payable to *Village of Mount Horeb*.

	Resident	Non-Resident
Pool Party for up to 24 guests	\$150.00 + *3.5%	\$170.00 + *3.5%
Pool Party for 25-49 guests	\$190.00 + *3.5%	\$200.00 + *3.5%
Pool Party for 50+ guests	\$240.00 + *3.5%	\$260.00 + *3.5%

*3.5% Spotz processing fee

RENTAL INFORMATION

Renter will have use of the pool deck for the duration of the event and the following:

- All tables near the concessions area
- Use of fridge/freezer for cake and ice cream ONLY
- 1.5 hours of swimming in our main swimming pool (baby pool is not available during parties)
- Use of our slide and plunge pool
- Use of south side outdoor entry restroom (locker rooms/showers are not available during parties)

POOL PARTY GUESTS AND ADDITIONAL GUESTS

A guest is anyone stepping onto the pool deck even if they do not plan to swim; this includes: parents, children, siblings, grandparents, and anyone else who will be attending*.

- **Each guest will receive a wristband** which the renter will be required to pick up on the reserved date and distribute to their party guests. All party guests must wear their wristband for the duration of the event.
- **If your total number of guests puts you into the next fee structure, you will need to pay the additional amount due before your rental event.**
- Keep in mind; **you must have at least one (1) adult chaperone per ten (10) children.**

*Our Village pools have maximum occupancy limits established by Public Health Madison & Dane County. All guests entering the pool facility are considered an occupant whether they intend to swim or not, because lifeguard to patron ratios apply to everyone on the pool deck and once a patron has entered the facility, they are under our liability and will be provided with care in the event of an emergency.

CANCELLATIONS/REFUNDS

If for some unforeseen reason your party needs to be cancelled, please notify the Recreation Department office 608.437.3400 as soon as possible.

- Cancellations requested at least 14 days prior to the reservation date will receive a check refund (minus a \$5.00 administrative charge). If reservation was made online, refund will go back to your credit card.
- Cancellations requested 7-13 days prior to the reservation date will receive a fifty percent (50%) refund.
- Refunds will not be provided if you cancel less than 7 days prior to your reservation date.
- No refunds due to inclement weather; party can be rescheduled before August 13, 2023.

We appreciate your cooperation and understanding of these policies. If you have any questions, please contact the Recreation Department at 608.437.3400.

PLANNING FOR YOUR PARTY

Whether it's a birthday party, graduation party, or just a fun gathering, make sure you are prepared to maximize your fun at the pool. We provide the pool, lifeguards, and tables; the rest is up to you.

PLEASE KEEP IN MIND...

- The entire party will be outdoors.
- This is a private rental, there will not be any other patrons using the pool during your rental time.
- All pool rules and regulations still apply. Please share the attached Pool Safety Rules with guests prior to the reserved date.
- Changes, alterations or defacement of property of the facility, its furnishings, or equipment will not be permitted. Any person or group causing damage will be required to pay for current cost of repair, including labor, or replacement to restore furnishing or equipment to its original condition.

FOOD AND BEVERAGE

- **Outside food and drink WILL be allowed during parties in the Pool Party Zone.** Pizza or sandwiches are recommended due to limited space and "prep area." We can set up an extra table to place food on; please note that on your Pool Party Request Form.
- **Please note there is no storage space available*** at the Aquatic Center; however, you may bring a cooler to keep food/drink cold.
- ***The fridge and/or freezer will be available to store cake and ice cream ONLY.** An Aquatics Staff member will assist you with putting those items in the fridge/freezer and retrieving them when needed. *Please speak to a staff member at the beginning of your party regarding this.*
- No alcohol or glass containers allowed.

DECORATING

- **Make the space your own by decorating with tablecloths, place settings, balloons and signs;** make sure they are well secured in case of windy conditions.
- **To set-up,** the renter (and anyone assisting) will have access to the rental seating area 10 minutes prior to the event.
- **To clean-up,** the renter (and anyone assisting) should have everything cleaned up by the ending time listed for their party. The renter is responsible for: taking down all decorations, removing table coverings and throwing them away, cleaning up and throwing away all trash, and making sure any food/drink spills are cleaned up.

POOL SAFETY RULES AND REGULATIONS

We want everyone at our pools to have fun, enjoy their experience, and most importantly, we want to keep everyone safe. The following rules are for your safety, the safety of our staff and other guests. All rules apply to each individual who enters the Aquatic Center. Thank you for your cooperation.

GENERAL RULES

- No running on deck.
- No masks, snorkels, or fins.
- No floatation devices are allowed.
- No smoking, food, drinks, or gum in the pool area.
- No rough play.
- No diving in shallow area.
- No animals permitted in the pool area or restrooms.
- No glass bottles or containers in pool area.
- Long hair should be tied back (at or below shoulders).
- Swimming attire must be worn in the pool. No cut-offs, jean shorts.
- Ladders are to be used for entering and exiting the pool only.
- No one is permitted in guard chair except the lifeguard on duty.
- Patrons will avoid spitting or spouting water and blowing nose in the pool or on the deck.
- Patrons afflicted with infections, disease, or suffering from a cold, cough, fever, sores, or wearing bandages, shall not be permitted to enter the pool.
- Leaders or organized groups visiting the pool will assume the responsibility of the conduct and behavior of their group while at the pool.
- No alcoholic beverages or drugs of any kind.

DIVING BOARD AND DEEP END RULES

- One person on the diving board at a time.
- One bounce on the board.
- No swimming in the diving area.
- Wait until diving area is clear before going off.
- Jump or dive straight off the board.
- No hanging on the lane lines.
- Diving from wall, only in specified area.
- T-shirts are not allowed off of the diving board.

NOTE: Front dives and front flips are permitted, but there are no dives/flips allowed where the patron's head goes towards the diving board.

WATERSLIDE AREA

- One person at a time may go down the slide.
- No standing or kneeling on the slide.
- All patrons remain on the waterslide deck until the guard allows the next swimmer to go. (No standing in the flume.)
- *Patrons MUST be at least 48" (4 ft) to ride the slide.
- Swim suits with plastic or metal rivets are not permitted on the water slide.
- Patrons must ride the slide feet first on their bottom. No exceptions.
- No twisting or turning while going down the slide.

NOTE: *Due to OSHA regulations, we are not able to allow anyone less than 48" down the slide no matter what their swimming ability may be. We apologize for any inconvenience.

VILLAGE OF MOUNT HOREB
RECREATION DEPARTMENT
POOL PARTY RENTAL AGREEMENT

Group/Organization/Event:	Rental Date: _____ (MM/DD/YYYY) Circle one: Saturday Sunday
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Hours (check one): <input type="checkbox"/> 10:30 AM - 12:00 PM <input type="checkbox"/> 7:15 - 8:45 PM <i>You are able to set up 10 minutes prior to your scheduled time. You need to be out of the facility at the ending time listed above.</i>	Number of Guests (circle one): 1-24 25-49 50+ Children: _____ Adults: _____ <i>Must have one (1) adult chaperone per ten (10) children.</i>
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Name of Renter: *(Note: This person must be at least 18 years of age and present during the duration of the event.)*
(circle one) **Resident** **Non-Resident**

Cell Phone:	Additional Phone:
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Address (Street/City/Zip):

Email:

FOOD AND BEVERAGE



Request use of fridge/freezer for cake/ice cream: Yes _____ No _____

Do you plan to bring food and beverages? Yes _____ No _____

Note: All food handling must comply with County requirements.



TERMS AND CONDITIONS

- A. A pool party is not reserved until the following have been submitted and approved by the Recreation Department:
 -A completed *Pool Party Rental Agreement*.
 -All rental fees.
 -All payments must be made in full at the time of reservation request. Partial payments will not be accepted. *Make checks payable to Village of Mount Horeb.*
- B. All pool party reservations must be complete at least two (2) weeks in advance. (First come, first serve basis. Only one (1) party is scheduled per day).
- C. The renter must be at least 18 years of age and act as the designated contact to coordinate all rental matters. This person must also be present throughout the duration of the event.
- D. If your total number of guests puts you into the next fee structure, you will need to pay the additional amount due before your rental event date.
- E. Cancellations requested at least 14 days prior to the reservation date will receive a full refund minus a \$5 administrative fee. Cancellations made 7-13 days prior to the reservation date will receive a fifty percent (50%) refund. No refunds will be issued after this time.
- F. To ensure safety, a minimum of (5) five Village of Mount Horeb Lifeguards are required at all private pool rentals.
Note: Under no circumstances may any group/party/organization use our aquatic facility for a Special Event without Village of Mount Horeb lifeguards present and performing duties as appropriate.
- G. All user groups are responsible for complete set-up and clean-up of their event. Should the facility be left unclean, or if items are broken by the user group, the renter will be charged for necessary cleanup and/or repairs.

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS PRESENTED TO ME ON THE POOL PARTY RENTAL AGREEMENT AND IN THE POOL PARTY RENTAL GUIDE.

Signature of Renter _____ Date _____

--OFFICE USE ONLY--

Approved by:	Date:	Fee Received: \$
Form of payment:	Staff Needed:	Notes:
Cash Check # _____	Credit Card: MC Visa Dis Amex	Info: