

Circle C Swim Center

Pool Reservation Procedures and Regulations

APPLICATION PROCESS

1. Applications must be on a form provided by the Circle C Homeowner's Association. **No reservations will be made by telephone.** Pool Party reservations are taken in person, mail, e-mail or by fax at the HOA Office Monday – Friday, 9am – 4pm.
2. Applications for use of the Swim Center/Pool will be accepted up to 3 months in advance. Applications must be signed or co-signed by a person 21 years of age or older.

Only Circle C residents may rent the Swim Center. If two parties apply for the same rental date a lottery will take place to determine rental priority.
4. The organization or group representative who applied for use must be present at the facility during the time of use. The facility can not be left with a minor in charge. The person/organization who signs the contract takes full responsibility for the rental.
5. A refundable security/damage deposit is required at the time of application to secure the reservation.
6. The Circle C HOA reserves the right to cancel reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements. (This includes Pool Closures Due to bad weather, vomit or fecal contaminations).

INSURANCE AND DAMAGE RESPONSIBILITY

All persons to whom rental has been granted must agree in writing to hold the Circle C HOA & Swim Center harmless and indemnify the Circle C HOA, Swim Center and any of it's agents from any and all liability for injury to persons or property occurring as a result of the activity sponsored.

A certificate of insurance is required for any event where participants are in excess of 150 or alcohol is being served. This certificate of insurance must name the Circle C HOA as additional insured. Any group using HOA facilities must provide proof of insurance for a minimum of \$1,000,000 for property damage and public liability. All certificates of insurance are to be received and approved by the Circle C HOA at least 30 days before the event commences. The Circle C HOA reserves the right to require complete certified or notarized copies of all required policies at any time.

Renting groups or individuals are responsible for any damage or loss to the facility or adjacent areas.

CAPACITY

Assembly (Standing)

| | |
|------------------|-----|
| Pool & Pool Deck | 450 |
| Swimming in Pool | 275 |

Deposits, Cancellations & Refund Policy

Deposits and Rental Fees

A refundable deposit of \$200 for the Pool is required to confirm a reservation. The deposits must be paid in full at the time facilities are reserved. Reservations are accepted no more than 3 months in advance. **Deposits are separate from the rental fees.** Deposit fees will be processed the same day the application is accepted.

All rental fees are due at the time of application if the rental date is less than 1 month in advance. If a rental payment is not received within the specified time, the reservation will be cancelled and the deposit will be retained by the Circle C Swim Center and not refunded.

Facility Attendants time will be billed at the appropriate rate, depending on time and scope of the event.

RENTAL FEE PAYMENT SCHEDULE

| Rental Dates | Deposit | Rental Fees |
|-------------------|--|---|
| 3 – 1 month | 100% of deposit due at time of reservation | Balance due 1 month prior to event date |
| Less than 1 month | 100% of deposit due at time of reservation | Full rental fees due at time of application |

Cancellations and Refunds:

Facility deposits are refundable after final assessment of cleaning and staff costs.

Refunds will be processed within 10 days after your event.

Fees will not be refunded for reserved time not used. Reserved time should be chosen carefully; once fees are paid, there will be no refund for decreased reserved or actual use time.

If the Center cancels an activity, all fees will be returned.

Cancellations by any renting party more than 1 month prior to reserved date, 100% of rental fees and 50% of the deposit will be refunded. **The Center will retain 50% of the Deposit.**

If cancellation is made less than 1 month but more than 2 weeks prior to reserved date, 100% of the deposit and **50% of facility rental fee will be retained by the Center.**

If cancellation is made less than 2 weeks to reserved date, 100% of the deposit fee will be returned, but **the Center will retain the full rental fee.**

REFUND SCHEDULE

| Cancellation Date | Refunded Deposit Fee | Refunded Rental Fee |
|-------------------|----------------------|---------------------|
| More than 1 month | 50% | 100% |
| 1 month – 2 weeks | 100% | 50% |
| 2 weeks or less | 100% | 0 % |

CONDITIONS OF USE OF SWIM CENTER FACILITIES

1. Staff Requirements

Personnel must be present during each event for set up and clean up. Staffing requirements will be assessed and included in fees estimated prior to event. A minimum of one front desk attendant must be present during any private event at the Circle C Swim Center. Actual expenditures for staff exceeding the estimate will be subtracted from deposit. The number of staff assigned to a rental will be determined by the Aquatics Director and will be based on the nature of the event.

2. Care of Facilities/Hours:

All groups using a the Circle C Swim Center facility shall be responsible for proper use and care of all property, equipment and facilities. Existing displays will not be taken down to accommodate private receptions or parties. Events must end no later than 12:00 A.M. at the Swim Center and amplified music may not be broadcast after 10pm.

3. Preparation and Clean-up

Minor preparation and clean-up shall be completed by the user group including removal of decorations and other items brought by user groups or additional charges will be incurred. Additional cleaning charges may also be incurred due to unusual spills, scuffmarks, scratches, etc. which occur during the rental. All activity, including set-up and cleanup, must be listed on the rental application time allotment.

4. Renter Properties:

Any property or temporary fixtures brought to the facility for any event must be listed on the application and pre-approved by the Aquatics Director. The renting party shall remove such property within a predetermined and agreed upon time after the scheduled event. Any property installed without prior approval will be removed at renting party's expense.

5. Exits:

All exits must be kept clear at all times.

6. Service of Food or Beverages

All food items shall be provided by the Circle C Café unless approved by the Aquatics Director (i.e birthday cake).

7. Use of Alcohol

Alcoholic beverages may not be sold at any one event unless given specific permission by the Circle C Board of Directors.

8. Decorations:

- ? No Fog Machines are permitted.
- ? No candles or oil lamps permitted.
- ? Only fireproof materials may be used for decorations.
- ? No tacks, pins masking tape or nails may be used to put up decorations.
- ? Dry rice, birdseed, flower petals, loose glitter and confetti are prohibited both inside and outside the Center.
- ? Balloons may be used if they are weighted or secured; no balloon releases are allowed at the Swim Center.

9. Smoking and Chemical Sensitivity

Smoking is not permitted in the Circle C Swim Center Complex.

RENTAL CHECKLIST

- ____ 1. Security deposit paid and application form completed.
- ____ 2. Final fees paid
- ____ 3. Set-up Diagram complete (due 10 days prior).
- ____ 4. Insurance Certificate provided naming the Circle C HOA as additionally insured if alcohol being served or more than 150 participants at event. (due 30 days prior)
- ____ 5. Circle C Café Catering services information sheet distributed.
- ____ 6. Information sheet distributed regarding clean-up and refunding rental deposit.

Refunding Security Deposit – Determination Factors

Immediately following your group's use of the facilities, the event staff are required to check the following areas in order to provide information, which will determine whether your security deposit is returned. The factor's which will be considered:

- 1. No damage to outside of building, features, deck area or bathrooms.
- 2. No extra clean up due to glitter, confetti, flower petals, balloons etc....
- 3. No rental furniture/equipment is left at facility for pick-up.
- 4. No defacement of walls, floors, furniture or windows (burns, floor scratches, breakage, etc.) has occurred.
- 5. No furniture, appliances/fixtures are broken. Toilets, bathroom basins are left in good condition.
- 6. All debris, broken glass, and paper products have been placed in trash and garbage receptacles provided.
- 7. Left over food, utensils have been removed.
- 8. Inventory count of tables and chairs is correct
- 9. Renter's use of facility did or did not exceed time stated in contract.

Caterers and Renters Information Sheet

1. Pool and Pool deck area: No glass containers are permitted. Paper and/or plastic plates, cups, eating utensils, napkins etc. are to be put in the garbage/recycling cans provided.
2. Unloading and Parking: Unloading rentals or equipment can be done at the gated back service entrance to the complex facing the parking lot. Unloading in the fire zone is not permitted.
3. Trash: Dispose of all trash. Trash should be thrown in the dumpster located at the south end of the parking lot. Cardboard should be placed in the recycle bin located next to the trash dumpster.
4. Remove any equipment, decorations, tablecloths or other belongings at the end of the event. Nothing can be left overnight in the building unless arrangements have been made.

Your cooperation and understanding is appreciated!