



Maplewood Family Aquatic Center

Party Pad Request

Date/ Time Received	Staff

This is not a guarantee for rental, but a request for rental. You will be contacted to sign a facility agreement contract upon confirmation. Once approved, contracts must be signed, along with fees and deposits paid as designated. For more information call the Aquatic Department, at 314.645.1476.

Name of Person Completing Form: _____ (must be at least 21 years of age)

Phone: (Home) _____ (Fax) _____ (Email) _____

Address: _____ City: _____ State: _____ Zip: _____

Rental Information

Package Time Options:

Monday – Friday	4:00pm – 7:00pm
Saturday – Sunday	12:00pm – 3:00pm
	4:00pm – 7:00pm
R&M \$165.00; NR \$195.00	
*Time includes Party Pad and Pool Time	
\$50.00 Deposit is required at the time of registration	

Date Requested: _____ or _____

Time Requested: _____ or _____

Purpose for Rental: _____

Age Group: _____ Number of Adults: _____ Number of Youth: _____

(*30 people are included in the Party Package, extra people may be added for \$5.00/ person)

Renters shall be required to supervise their groups (in swimsuits and in the water) according to the following chaperone ratio plan:

Children Ages 2 - 5 = 1 Adult in the water : 4 Children

Children Ages 6 - 15 = 1 Adult in the water: 10 Children

Pool manager will check ratio frequently. In ability to comply will cause party to rotate swim time to be in compliance & loose their deposit.

Renter's Signature

Date

RETURN TO: THE HEIGHTS
8001 Dale Avenue
Richmond Heights, MO 63117
Attn: Aquatic Manager
(p) 314.645.1476 (f) 314.645.0502

OFFICE USE ONLY:		
APPROVED: _____	DISAPPROVAL: _____	DATE: _____
COMMENTS: _____		

Rental Policy:

- All rentals must be booked at least 2 weeks in advance.
 - Applicant filling out contract and renting the pool must be present throughout the entire rental period.
 - Certified lifeguards are provided.
 - All facility rules and regulations apply during the rental.
 - You must provide one female and one male chaperone to supervise each locker room during your rental.
 - At no time will furniture or fixtures be moved, removed, or rearranged without prior approval.
 - Renter will be responsible for any and all damages to the area, building, contents, and pools resulting from their usage.
 - No person shall mark on or deface Maplewood Family Aquatic Center.
 - MFAC is not available for rent for events open to the public that involve an admission charge.
 - No alcohol, DJs, or live bands permitted.
 - MFAC is a smoke, tobacco and alcohol free facility.
 - Ending time of the rental means the renter is completely out of the Party pad area, including clean-up. At that time, the supervisor on duty will complete the appropriate facility checkout procedure.
 - Renter agrees to indemnify and hold harmless the City of Maplewood, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the usage of the facility.
 - Rental groups will not be allowed to enter the aquatic center until 15 minutes before the beginning of their rental period. The entire rental group should enter at approximately the same time. The doors to the aquatic center will be closed at the beginning of the rental time to avoid any influx of public during the rental. All rental groups must clear the party pad area promptly at the end of the rental period.
 - Renters shall be required to supervise their groups (**in swimsuits and in the water**) according to the following chaperone ratio plan:
Children Ages 2 - 5 = 1 Adult in the water : 4 Children
Children Ages 6 - 15 = 1 Adult in the water : 10 Children
- Pool manager will check ratio frequently. In ability to comply will cause party to rotate swim time to be in compliance & loose their deposit.**
- Renters will be allowed to bring their own food into the facility, provided that all food remains in the Party Pad area. NO GLASS CONTAINERS OF ANY KIND ALLOWED!!!

Payment Information:

- A **\$50 security deposit is due at the time of rental booking**. Assuming there is no damage to the facility at the conclusion of your rental and all rules all followed, including the adult-to-child ratios, a full refund will be granted. Please allow 3-4 weeks for your refund to arrive.
- Users will be held responsible for all damages to the rented area occurring during the scheduled event.
- Security deposits will be deposited.
- **All rental fees must be paid in full at least 14-days prior to the date of the rental.**

Refund Policy:

Assuming there is no damage and all rules all followed, including the adult-to-child ratios, your security deposit will be refunded by check 3-4 weeks after the event. Rental Fees will be refunded if notice is given in writing a minimum of 10 days prior to the event, minus a \$5 processing fee. If 9 days or less, you will loose your security deposit and one-half the rental fee. If inclement weather occurs, the option of a full refund or a reschedule date (given date is available) will be granted.

General Pool Rules: *Note:* A more complete list of rules & regulations are available upon request.

- OBEY THE LIFEGUARDS AT ALL TIMES
- No running or horseplay.
- No diving in water under 5 feet in depth.
- Lined swimsuits only. No cut-offs, athletic shorts, biking tights, leotards or thongs.
- Use swim diapers for non-toilet trained patrons.
- Change diapers ONLY at designated changing stations.
- Use of noodles, water wings and small rings only when accompanied by adult in water.
- No inner tubes, tennis balls, water guns, or Frisbees.
- Raft use is limited to competition pool as determined for safety by management.
- Shower with soap and rinse thoroughly before entering pool.
- No swimmers with casts, open wounds, rashes, or infectious/communicable diseases.
- No one admitted under the influence of alcohol or other intoxicating substances.
- P.A.R.C. is not responsible for lost, stolen, or damaged personal items.
- No standing or walking on Lazy River island.
- Must be a minimum of 48" to use water slides; No goggles, fins, glasses, water wings, flotation devices, metal watches, or swimsuits with metal zippers, buckles, rivets, buttons or metal ornamentation.
- One person on a diving board at a time. Divers must wait on deck until previous diver exits the diving area.
- Dive or jump forward, do not dive off the side of the board.
- Only one bounce is allowed per dive.
- Adjustments of the diving board fulcrums is prohibited unless participating in a supervised diving program.
- Exit the water immediately using the closest ladder.
- Safe diving practices are required. Cartwheels, handstands, and seat drops are prohibited.