

LOMPOC AQUATIC CENTER RENTAL INFORMATION

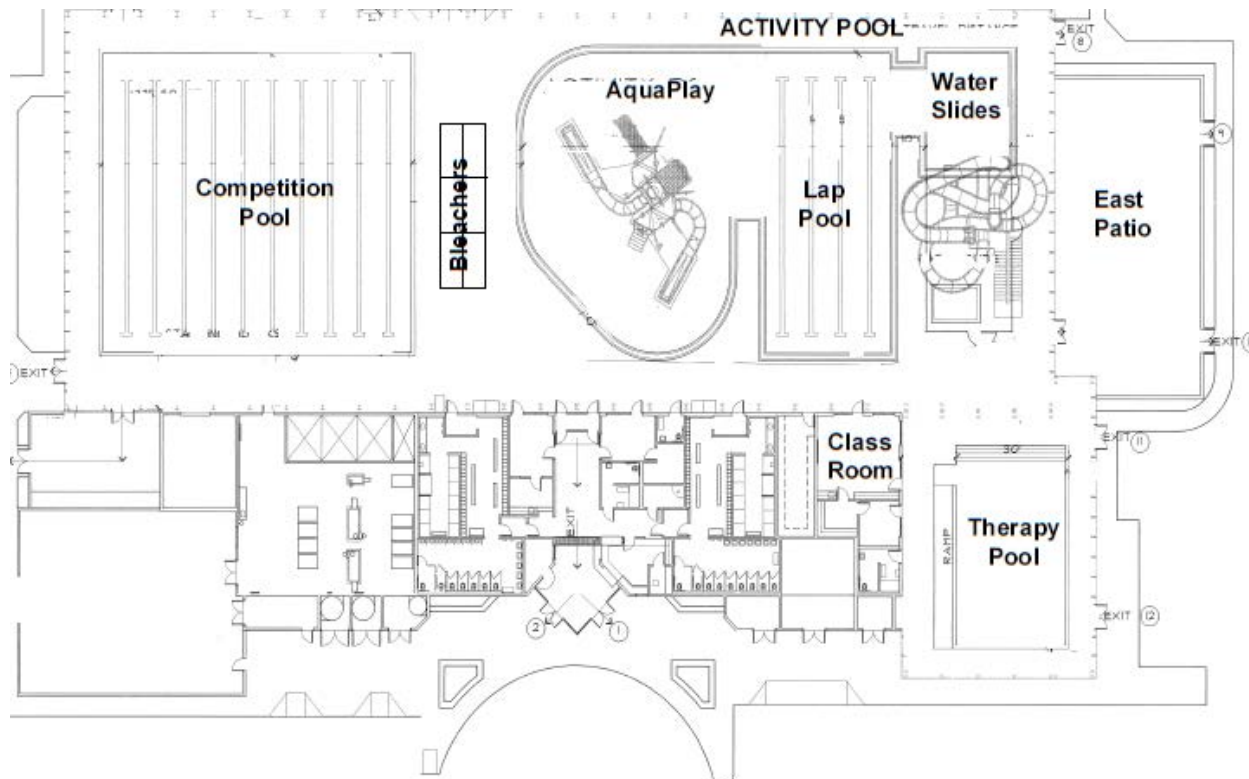


Thank you for your interest in renting the Lompoc Aquatic Center! Please read the following information and acquaint yourself with the rental policies and procedures. If you have further questions regarding renting the Aquatic Center, please call (805) 875-8100.

Rental Areas

There are several areas of the Aquatic Center that are available to rent for birthday parties, group functions, instructional activities, and competitive events. These areas include the following:

- **AquaPlay Structure.** Zero-depth pool, 2 small slides, water bucket, interactive spray features
- **Activity Lap Pool.** Four lane, 25-yard lap pool, 85°F, 3.6 to 4.6 feet deep
- **Water Slides.** Two 125-foot elevated water slides
- **Competition Pool.** Ten lane, 25-yard lap pool, 81°F, 7 to 9 feet deep
- **East Patio.** Outdoors, tables with seats, bleachers (available during scheduled rental times only – not available to rent during public recreational swims)
- **Classroom.** Carpeted floor, tables & chairs available, whiteboard, internet access, sink, maximum occupancy – 22 (available for meetings only)
- **Therapy Pool.** Wheelchair ramp access, 90°F, 3.6 to 4.6 deep (available for instructional activities only)



Rental Fees

- Rentals are subject to a 90-minute minimum. Fees will be pro-rated.
- Rental rates include lifeguards for up to 100 people in your event. If your rental includes more than 100 people, you will be billed an additional \$20 per hour for every 25 participants.
- Due to the scheduling of staff for rentals, we will make every effort to accommodate rental requests that are within 14 days of the rental date. However, there is no guarantee such requests can be accepted. If we can accommodate, an additional fee of \$50 will be charged if booking within 14 days of the rental date and \$75 if booking within 7 days of the rental date.
- The following Rental Fees are subject to change without notice:

	Private/ Non-Profit	Commercial
Entire Activity Pool (AquaPlay, Activity Lap Pool, & Water Slides)	\$190/hr	\$200/hr + up to 5% of gross
AquaPlay Structure	\$100/hr	\$110/hr + up to 5% of gross
AquaPlay & Activity Lap Pool	\$165/hr	\$185/hr + up to 5% gross
Water Slides	\$85/hr	\$95/hr + up to 5% of gross
Water Slides & Lap Pool	\$150/hr	\$170/hr + up to 5% of gross
Lap Pool	\$60/hr	\$70/hr + up to 5% of gross
Competition Pool (Instructional only)	\$55/hr	\$65/hr + up to 5% of gross
Competition Pool (Competitions)	\$65/hr	\$85/hr + up to 5% of gross
Therapy Pool	\$45/hr	\$45/hr + up to 5% of gross
East Patio	\$50/hr	\$60/hr + up to 5% of gross
Classroom (Meetings - No food)	\$35/hr	\$45/hr + up to 5% of gross

PACKAGES

Birthday Party Package 1 – \$300.00

Includes 90 minutes use of the entire Activity Pool area – AquaPlay, lap pool, and water slides. Also includes 90 minutes use of the patio during the rental time. The patio rental time includes setup and takedown in the patio area. (2-hour rental time for Birthday Package-1 is also available on Sundays from 3:15pm-5:15pm for \$395.00)

Birthday Party Package 2 - \$275.00

Includes 90 minutes use of the AquaPlay and lap pool (Does not include the large water slides). Also includes 90 minutes use of the patio during the rental time. The patio rental time includes setup and takedown in the patio area. (2-hour rental time for Birthday Package-2 is also available on Sundays from 3:15pm-5:15pm for \$355.00)

Swim Meet Package* - 125.00 per hour

Includes use of the Competition Pool, Entire Activity Pool with 2 hours of slide time, Patio and Classroom)

** National Governing Body Sanctioned events (i.e., United States Swimming, NCAA, etc.) and high school swim teams only*

ADDITIONAL FEES

1. Additional staff charges (\$20.00 an hour per lifeguard)
2. Cleaning fees (see Security/Cleaning/Damage Deposit on page 5)
3. \$50 charge for booking within 14 days, \$75 for booking within 7 days

Reservation Process

- Complete an Aquatic Center Reservation Request (attached) and return the completed application to the Anderson Recreation Center to complete the booking.
- Be sure that the time you reserve includes set-up, event time, clean up and take down time.
- You must vacate the pool at the time stated on your application. You must vacate the building 20 minutes after your departure time or you will be charged for additional time.
- Any time that is requested for set-up 1.) On the day before your event or 2.) Takedown on the day after will be charged the regular rental rate.
- If you find that you require additional hours for set up, your request must be made at least two weeks in advance of your event, in order to schedule staff.
- Additional pool hours will not be accepted within two weeks of your rental date.
- All fees are due up front at the time of reservation.
- The pool is currently available for rentals on Saturdays from 11:00am – 12:30am. The pool is available for rentals on Sundays from 11:00am – 12:30am and from 3:15pm-5:15pm.
- All private rentals will be subject to a 90-minute minimum, unless prior approval from the Recreation Supervisor is obtained. Please note that the pool will be cleared 5 – 10 minutes prior to the rental end time to allow sufficient time to clear the facility.
- The Recreation Supervisor will consider facility requests that are made outside of the scheduled rental times on a case-by-case basis.
- All school-based end of the year parties will be scheduled with the Recreation Supervisor.
- The Recreation Supervisor will contact you to make an appointment if you need further assistance to any questions regarding:
 - Reviewing the rental terms, conditions and policies.
 - Determining total fees and deposits.
 - Determining the due date for payment of the balance of fees and deposits (30 days prior to your activity).
 - Clarifying any questions or concerns you may have.

Maximum Occupancy

The following is maximum occupancy information for each area of the Aquatic Center:

- **AquaPlay Structure** - 170
- **Activity Lap Pool** - 120
- **Competition Pool** - 299
- **East Patio** - 167
- **Classroom** - 22
- **Therapy Pool** - 84

The maximum capacity of the Aquatic Center is 599. Your group cannot exceed this capacity. This number is applicable to both people inside and outside of the pool.

Catering and Serving Food

(ALL RENTALS THAT ASK FOR THE OPPORTUNITY TO HAVE FOOD AND DRINK PRESENT AT THEIR EVENT WILL BE GRANTED ON A CASE-BY-CASE BASIS).

- If you are serving food at your rental, you will be required to rent the outdoor East Patio.
- A Health Permit may or may not be required if food is served or sold at a private function.
- If you have contracted with a caterer, that person is responsible for all permits and licenses.
- The renter is responsible for identifying the caterer to the Recreation Division at least one month prior to the event.
- If you SELL food at a public event, you may be required to obtain a Temporary Health Permit from the Santa Barbara County Health Department and pay any appropriate fees.
- A one-day business license may also be required from the City Clerk.
- It is the renter's responsibility to investigate the need for such permits and licenses.
- If the above permits and licenses are required, the renter must provide copies to the Recreation Division at least one month prior to the activity.
- In the event that it is raining or you are unable to use the East Patio because of severe weather conditions you will be refunded for your patio fees only. It will be at the discretion of the Recreation Supervisor or Head Lifeguard on Duty to have you use an alternate space in the Aquatic Center for food setup - if a refund is not desired. Please note - the alternate space does not include the Classroom.

Prohibited Items

- NO ALCOHOL will be permitted on the premises
- NO HELIUM-FILLED BALLOONS are allowed inside the Aquatic Center

Lifeguards

The number of lifeguards on duty at each pool will be determined by three factors:

1. The number of patrons in an area.
2. The level of aquatic competence of the individuals in the area (How adapt are they to water, what is the percentage of non-swimmers in the group, as well as the swimmers age, size, etc.)
3. Is the group participating in an organized activity? (A swim team or aqua aerobics class will take less supervision than an open pool party)

- The minimum number of lifeguards required for the Therapy Pool is two (2) and the Competition Pool is three (3).
- The minimum number of lifeguards required for the Activity Pool is based on requirements set by the Santa Barbara County Health Department and contingent upon the components rented by the client.
- Additional lifeguards may be necessary for your rental at a cost of \$20/hour per lifeguard.

Youth Supervision

- City of Lompoc Lifeguards must be on duty at all times during all activities.
- Guardians are responsible to supervise any children.
 - Adults with children age 3 and under must be in the water within arm's reach of the child at all times (1 to 1 ratio).
 - Children ages 4 through 6 must be supervised by an adult in the water at all times (1 to 2 ratio).
 - Children 8 years old and younger must be accompanied by an adult who is in the facility at all times.
 - Plastic Pants and Swim Diapers are required for children ages 3 and under.

Cleaning Responsibility

It is the responsibility of the renter to:

- Remove all decorations, supplies and equipment brought in by you and the participants in your group.
- Remember to reserve enough time on your rental application to include set-up, clean up and takedown before and after your event.
- Pick up large loose litter throughout the facility that was a result of your rental.
- Leave the facility in a clean, orderly state.
- Ensure that participants are respectable in locker room facilities.

Security/Cleaning/Damage Deposit Authorization Agreement

- I authorize the City of Lompoc to debit my credit card or bank account on file not to exceed \$500 if damage has occurred from the activity. If damage is greater than \$500 the renter will be billed separately.
- In the event that City Property is damaged, broken, stolen, or excessive cleaning (over and above normal custodial service) is necessary as a result of actions during your rental, all or a portion of your authorized deposit will be retained.
- The Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as an additional insured.
- Any event requiring third party vendors will require a certificate of liability.

LOMPOC PARKS & RECREATION DIVISION RESERVES THE RIGHT TO ASSESS A DEPOSIT OF UP TO \$5,000.00, DEPENDING ON THE NATURE OF YOUR RENTAL

Cancelling Reservations

Facility reservations that are cancelled by the renter are subject to a minimum \$20.00 Cancellation Fee. The following scale reflects the amount of the fee to be refunded, which includes the \$20.00 cancellation fee for reservations 30 days or less in advance of the reservation date:

Cancellation Notice	Amount of Fee Refunded
0-7 days	-0-
8-14 days	50%
15-29 days	75%
30 days	100% less \$20.00 cancellation fee

Any reservation changes will be charged a \$5.00 fee, which is due at the time of the request of the change.

WE RESERVE THE RIGHT TO REFUSE YOUR RENTAL APPLICATION. WE ALSO RESERVE THE RIGHT TO CANCEL YOUR RESERVATION AT ANY TIME (WITH ADEQUATE NOTICE), IN WHICH CASE YOUR FEES WILL BE FULLY REFUNDED



Aquatic Center Rental Reservation Request

125 West Walnut Avenue, Lompoc, CA 93436
 Phone: (805) 875-8100 Fax: (805) 736-5195 Email:
 recreation@ci.lompoc.ca.us

APPLICATION FOR FACILITY USE REQUEST- Execution of this application does not confirm reservation. Please print clearly. A complete application must be submitted with appropriate reservation deposit and fees payable to the City of Lompoc for consideration. Rentals are currently available on Saturdays and Sundays, depending upon availability. Times must include: arrival time, any set up (for patio rentals), event time and tear down (for patio rentals). Pool rentals are subject to the 1 ½ hour minimum. Please note that the pool will be cleared 5-10 minutes prior to the rental end time to allow sufficient time to clear the building.

Applicant/Organization Name: _____ Today's Date: _____
 Secondary Contact Name: _____ Secondary Contact Phone: _____
 Address: _____ City: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____ Cell: _____
 Fax: _____ E-mail: _____

Type of Rental (check one): Private/Commercial Non- Profit Government/Education Agency
 Function or Event: _____

Month: _____ Date: _____ Day (Please Circle One): Sat Sun Other: _____ Year: _____
 Time of Arrival: _____ AM/PM Pool Time: _____ AM/PM Time of Departure: _____ AM/PM

Anticipated Attendance: _____ Approximately # in Water: _____ Approximately # on Deck: _____
 Age Range of Participants: Under 2 years 2-4 years 5-12 years 13-17 years 18+
 Bleachers Requested? Yes No Approximate # of People on Bleachers: _____
 Will food be served? Yes No Name of Caterer? _____
 Will there be music? Yes No If yes, what type? Radio CD/ MP3 Player

Functions with less than 100 people could require additional lifeguards at the Recreation Supervisors discretion. Functions over 100 people will be charged an additional fee of \$20 per hour. The Recreation Supervisor will notify you in advance if your event requires additional lifeguards due to the nature of your event. A late fee will be assessed for all rentals that are within 2 weeks of the requested time.
ANY CHANGES MUST BE SUBMITTED TWO WEEKS IN ADVANCE OF RENTAL DATE.

REQUEST THE USE OF THE FOLLOWING AREA(S) (Check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Entire Activity Pool
<input type="checkbox"/> Aqua Play Structure
<input type="checkbox"/> Water Slides
<input type="checkbox"/> Activity Lap Pool
<input type="checkbox"/> Aqua Play Structure & Activity Lap Pool
<input type="checkbox"/> Water Slides & Activity Lap Pool
<input type="checkbox"/> Competition Pool (competitions/instructional only) | <input type="checkbox"/> Therapy Pool (instructional only)
<input type="checkbox"/> East Patio Time: _____ to _____
<input type="checkbox"/> Classroom (meetings only)
<input type="checkbox"/> Birthday Party Package - 1* <input type="checkbox"/> 90 min. <input type="checkbox"/> 2 hours
<input type="checkbox"/> Birthday Party Package - 2* <input type="checkbox"/> 90 min. <input type="checkbox"/> 2 hours
<input type="checkbox"/> Swim Meet Package * |
|--|--|

* See pages 2 & 3 of the Aquatic Center Rental Information packet for the areas included in each package. 2 hour rentals are currently only available on Sundays.

Reservation dates are not held without the full payment, including rental fees and damage deposit. The Recreation Division reserves the right to withhold payment of deposit in the event of the damage to the facility site and/or its properties.

~For Office Use Only~

CONTRACT #: _____ RESERVATION TAKEN BY: _____
 RESERVATION FEE PAID: Y N BALANCED PAID: _____ DEPOSIT RETURNED: _____
 DATE: _____ SUPERVISOR APPROVAL: _____