



POOL RENTAL APPLICATION

Private event: two hours minimum starting at 6:00pm

Choose One: ☐ Single Event ☐ Multiple Events Event Type: _____

Date of Event(s): ____/____/____ Time: ____ to ____ Anticipated number of people: _____

Choose one: ☐ during business hours (facility open to the public) ☐ outside business hours (private rental

minimum 2 hours)

Name of Organization: _____ Contact Person: _____

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

Email: _____ Phone: _____

☐ **Group 1: Department-sponsored programs/activities & functions of the Watertown municipal government**

☐ **Group 2: nonprofit groups (residency rates may apply; must have facility use agreement)**

☐ **Group 3: For-profit organizations/Private groups (residency rates apply)**

Signature: _____ Today's Date: _____

Description (fees include)	Group 1	Group 2		Group 3	
		Res	Non.	Res	Non
Watertown Aquatic Center (maximum capacity – 1070)					
Group during hours (min 15 individuals, max 40)	Free	\$200.00	\$300.00	\$400.00	\$600.00
Possible attendance up to 30 people (private)		\$400.00	\$600.00	\$800.00	\$1200.00
Possible attendance up to 60 people (private)		\$550.00	\$825.00	\$1100.00	\$1650.00
Possible attendance over 100 people (private)		\$825.00	\$1250.00	\$1650.00	\$2475.00
Watertown Indoor Pool (maximum capacity – 250; must be outside of school hours)					
Group during hours (min 15 individuals, max 40)	Free	\$200.00	\$300.00	\$400.00	\$600.00
Possible attendance up to 30 people		\$250.00	\$375.00	\$500.00	\$750.00
Possible attendance up to 60 people		\$350.00	\$525.00	\$700.00	\$1050.00
Possible attendance over 100 people		\$550.00	\$825.00	\$1100.00	\$1650.00

Additional Rental items					
Outdoor Concessions (must complete separate form)	Free	\$50.00	\$75.00	\$100.00	\$150.00
Additional outdoor table in dining area (per table)		\$10.00	\$15.00	\$20.00	\$30.00

OFFICE USE ONLY					
Down payment:	\$200.00	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit/Debit (attach receipt) Office Initials: _____ Date Paid: _____			
Facility Rental Total:	\$ _____				
Additional Total:	\$ _____				
Grand Total:	\$ _____				

Activities of City of Watertown recreation must take priority for use of the Aquatic Center. Activities of the City of Watertown Recreation and Watertown Unified School District must take priority for use of the Indoor Pool. In an effort to obtain maximum use for these facilities, we schedule groups other than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. Should it become necessary to cancel, the contact person will be notified no less than two weeks in advance, so that other arrangements can be made.

The facilities are owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

FACILITY USE RULES

1. **Hours of Rental** – Minimum hour requirements for rentals must be 2 hours. Any additional set up or tear down of event must be part of the rental hours. Use beyond stated rental time will result in additional fees. Hours may be requested for the following times:

	Aquatic Center	Indoor Pool
September thru May	Pool not open to public during this time	8:00 am – 10:00pm Weekends only 6:00 pm – 10:00pm Monday thru Friday
June thru August*	6:00 pm – 10:00pm Exact dates dependent on summer season	8:00 am – 10:00pm

Any rental outside of normal hours needs approval from the Director of Parks, Recreation & Forestry or designee.

2. **Entrance Doors** – Front doors will be unlocked 15 minutes prior and lock 15 minutes after your scheduled rental.
3. **Attendance information** – Accurate attendance should be provided to the Aquatic and Recreation Manager no later than 1 week before scheduled event to ensure proper lifeguard coverage of event per Pool Code requirements based on square footage of pool.
4. **Cleaning/Reset Facility** – Groups may rearrange tables and chairs as long as they are returned to their original position. All locker room and concessions areas cleaning included in rental fees however, renters must ensure the cleanliness of the facility during and after their event. Additional fees may be imposed and future use restricted for any excessive trash and cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge.
5. **Pool Rules** – Groups must adhere to all pool rules, regulations and policies of the facility in which they are renting. Information on pool rules, regulations and policies is available on the City of Watertown website (<https://www.watertownwi.gov/>)
6. **Area Assignment** – Participants of your event must stay in the designated public areas as to not disturb regular operations of the facility.
7. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, or tacking to walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
8. **Prohibited Items** – Smoking, drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the facility but are not allowed in the pool basin.
9. **Prohibited Use** - Renters or groups may not use the facility for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
10. **Storage** - Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The department is not responsible for lost or stolen items. Take all belongings with you.
11. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb neighbors at the Aquatic Center and other programming in the building of the Indoor Pool.
12. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.). No refunds are given for unused reserved time.
13. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department's non-emergency number at 920-261-6660.
14. **Failure to comply with the above rules will result in additional fees may be imposed. Facility use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

LIABILITY:

To the fullest extent permitted by law, any individual or organization using either the Watertown Aquatic Center or Watertown Indoor Pool, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Watertown Aquatic Center or Watertown Indoor Pool