



RENTAL REQUEST FORM

Full Name (please print) _____ **Organization** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Home - _____ **Work** - _____ **Cell** - _____

Email _____ **Birthdate** _____

Patio Rentals

Rental Date _____ **Rental Day** Su M Tu W Th F Sa

Rental Time	Monday-Friday	12:45-2:45	3:15-5:15	5:45-7:45
	Saturday-Sunday	11:30-1:30	2:30-4:30	5:30-7:30

of Guests: _____ **Children** _____ **Adults (including non-swimmers)** _____

(1 adult is required for every 5 children. Free admission will be given to these adults. Maximum Free Admissions is 5)

T-shirt size for the birthday child _____

Fees: \$75 Damage Deposit plus \$125 for 1-15 people (punch cards available for additional entries)

****25% rental fee premium if rental is less than two weeks away**

Private Rentals

Rental Date _____ **Rental Day** Su M Tu W Th F Sa

Rental Time (minimum 2 hours)

School's in Session (7:30-10:30pm)	Summer Hours (8:30-10:30pm)
Full Facility	\$365/hr
Partial Facility (2 pools of your choice)	\$230/hr Add slides - \$10/hr
Single Pool Leisure Pool	\$165/hr Add slides - \$10/hr
Competition Pool	\$150/hr

Fees: \$75 Damage Deposit

I have read all the Rules and Conditions of Use attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature _____ **Date** _____

Rental Waiver

Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

Customer agrees to pay all charges applied to their credit card or deducted from their checking account. Customer has read all attachments and agrees to all terms on reverse. There will be a \$25 service charge on all returned payments.

Application

You must complete an application and return it to the Phillips Recreation Center with a \$75 damage deposit. Requests are only made when the application and deposit have both been received. Three weeks advance notice shall be given to reserve a space at the Crystal Lake Pool. Staff will try to accommodate requests with two week's notice if the space and staffing are available. After you submit your application and deposit, the Aquatics Coordinator must then approve your rental. After your rental is approved, you will receive a receipt and a copy of the rental permit. If you do not receive these, your rental application may not have been approved. Call the Aquatic Coordinator to check the status of your request.

Payment

The \$75 damage deposit must be received to accept your request. After the rental is approved, the deposit be deposited with our bank. A full refund for the deposit will be issued approximately two weeks after your rental minus any costs for damages, additional staff time required to clean up, or other miscellaneous charges.

Payment for the rental must be made no less than 14 calendar days before your rental date. If payment is not received within this period, the reservation may be subject to cancellation and a \$50 deduction from your damage deposit.

IF YOUR REQUEST IS MADE 3 WEEKS IN ADVANCE, OR LESS, FULL PAYMENT IS REQUIRED AT THE TIME OF REQUEST.

Cancellations

Cancellations must be made at least three weeks prior to the rental in order to receive a full refund of fees paid, minus a \$5 scheduling charge. Any cancellations made less than three weeks before the rental will be refunded according to the following schedule:

Date of Cancellation	Renter Receives
3 weeks or more in advance.....	100% of rental fee (minus \$5 charge)
20-15 days in advance.....	75% of rental fee
14-10 days in advance.....	50% of rental fee
9-6 days in advance.....	25% of rental fee
Less than 5 days in advance.....	Entire rental fee is forfeited

OFFICE USE ONLY

Deposit \$75.00	Check	CC:	Amex	V	M	D		Damage Deposit	\$75
Taken by	Date	Time						Rental Fee x	hours.....\$
Balance \$	Check	CC:	Amex	V	M	D		Extra Fees	\$
Taken by	Date	Time						Equipment Fee	\$
Approved by	Approved on								
Active entry by	UPD ID #								
Active entry on	Permit #								
Refund \$	Refunded by	Refunded on							
								Total	\$
								Total Received	\$
								Balance Due	\$
								Balance Due On	

