

Urbana Indoor Aquatic Center  
102 E. Michigan Ave.  
Urbana, IL 61801  
217-384-POOL (7665)

## URBANA INDOOR AQUATIC CENTER Special Use Request Form

**Return forms to:**  
Urbana Park District  
505 West Stoughton  
Urbana, IL 61801  
Phone 217-367-1544  
Fax 217-367-1592

**All Public Hour rentals are two (2) hours (including set-up and clean-up).  
Rentals are approved upon availability and the discretion of the Aquatics Coordinator.**

Today's Date \_\_\_\_\_

Applicant's Name (PRINT) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Home phone \_\_\_\_\_

Cell/Work phone \_\_\_\_\_

Email Address \_\_\_\_\_

Day and Date of use \_\_\_\_\_ Time Slot \_\_\_\_\_

### Check Type of Rental:

- Public Hours Pool Rental       Private Facility Rental

*Complete below information for your specific rental type.*

#### Public Hours Pool Rental (includes use of the Party Room)

*Each person will receive a wristband designating them as part of the rental*

Approximate number of people: Children \_\_\_\_\_ Adults \_\_\_\_\_ (include non-swimmers)  
(1 adult is required for every 5 children. Free admission will be given to these adults, with a maximum of 5 free admissions)

**Fees: \$125 for 1-15 people PLUS \$75 Damage Deposit** *Punch passes are available for additional people*

**A 25% rental fee premium will apply if rental is less than two weeks away (Rental fee will be \$156)**

#### Private Facility Rental (2 hour party) (includes private use of entire facility)

Will admission be charged to enter during this use of the pool?  No  Yes If yes, purpose: \_\_\_\_\_

Are the participants who will be using the pool during this time paying you or your organization to participate in your organization or group?  Yes  No

Approximate number of people: \_\_\_\_\_ (include swimmers and non-swimmers)

Please mark your choice if pool(s):  Leisure Pool  Competition Pool

*If one (1) pool is selected, only one (1) will be staffed and the other one will be off limits. No exceptions will be made.*

**Fees: \$75 Damage Deposit PLUS:**

	1-15 people	16-30 people	31-45 people	46-60 people
One Pool	\$65/hour	\$100/hour	\$130/hour	\$165/hour
Both Pools	\$105/hour	\$140/hour	\$170/hour	\$205/hour

#### Swim with Ariel

In conjunction with Frog, Snails and Fairy Tales, Ariel is now available to attend your private rental! She will swim with your guests, sing songs, pose for photos, and play games. Seashell trinkets will be included as well.

**Fees (in additional to pool rental fees): \$100 per hour (one hour minimum) \$50 per 30 minutes  
\$40 per hour for each additional character (including Anna, Elsa, Batman, and more)**

For more information on characters, call 217-493-7389 or email [frogssnailsfairytales@gmail.com](mailto:frogssnailsfairytales@gmail.com).  
All bookings will be made with your rental through the Urbana Indoor Aquatic Center

**\*\*YOUR RENTAL IS NOT APPROVED UNTIL THE AQUATICS SPECIALIST CONTACTS YOU\*\***  
I have reviewed the Rules and Regulations and the Cancellation Policy and will abide by them.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**If paying by Credit Card, please mark the appropriate box and include your card information and signature below:**

Please charge my card in full upon approval

Charge only the deposit at time of approval

**(Last 4 only) xxxx – xxxx – xxxx –** \_\_\_\_\_

Credit Card Number

Exp. Date

Authorized Signature

**OFFICE USE ONLY**

**Rental Fee** \_\_\_\_\_

**Payment Received** \_\_\_\_\_

**Additional Fees** \_\_\_\_\_

**Balance Due** \_\_\_\_\_

**Damage Deposit** \_\_\_\_\_

**Balance Paid** \_\_\_\_\_

**Total Due** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Time Received**

\_\_\_\_\_  
**Initials**

\_\_\_\_\_  
**Approved by**

\_\_\_\_\_  
**Date**

**Date on Calendar** \_\_\_\_\_  
Date

**Confirmation Sent** \_\_\_\_\_  
Date

\_\_\_\_\_  
**Initials**

## Reservation Requests

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 Urbana Indoor Aquatic Center. 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 and Fitness 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 Phillips Recreation at (217) 367-1544 to check the status of your request.

## Payment

The \$75 damage deposit must be received to hold your reservation. After the rental is approved, the deposit will be cashed (if paid with a check) or will be charged (if paid with a credit card). 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), provided the **Rental Exit form** had been completed before you leave the pool.

***Payment for the rental must be made no later than 14 calendar days (two weeks) prior to your rental. 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 OR LESS FROM THE DATE OF THE PARTY, FULL PAYMENT IS DUE AT THE TIME OF REQUEST.***

## Cancellation Policy

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

<u>Date of Cancellation</u>	<u>Renter Receives</u>
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
<b><i>Less than 5 days in advance.....</i></b>	<b><i>Entire rental fee is forfeited.</i></b>

# Urbana Indoor Aquatic Center

## Rental Rules and Regulations

1. *All private rentals must be a minimum of two hours. These rentals are held before or after public swim hours. Rentals are approved upon availability and the discretion of the Aquatics and Fitness Coordinator.*
2. **A \$75 damage deposit is required at the time of request for all UPD rentals.**
3. If you elect to use only one pool during your rental, the facility will be staffed accordingly and the other pool will be off limits. No last minute changes will be possible.
4. Individuals charging a fee for their rental to make a profit will be charged twice the normal fee.
5. All pool rules apply and will be enforced.
6. Any behavior deemed by the Park District staff to be destructive in any way shall be cause for eviction of participants from the facility and shall be cause for legal action.
7. The person or persons in charge of the group shall be responsible for all loss or damage to facilities and equipment caused by the group.
8. Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are under 19 years of age. The chaperones must be approved by the Aquatics Coordinator or his/her designated representative(s). (Generally, one chaperone must be provided for every 5 youth participants).
9. It is understood that the Urbana Park District reserves the right to have any of its staff in attendance at any event.
10. Gambling and/or use of alcoholic beverages or other intoxicants are prohibited. Smoking is permitted in posted areas only. **Photography is only allowed within the Pool Party Room on the Mezzanine level of the center.**
11. The Urbana Park District assumes no responsibility for property brought into the locker room or pool area.
12. Use of the facilities does not imply endorsement or sponsorship of the event by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
13. Admission fees shall not be charged except with the approval of the Director of Parks and Recreation.
14. It is understood that groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana, and the Urbana Park District.

### DECORATIONS:

1. The Aquatics and Fitness Coordinator must approve all decorations.
2. The use of masking tape, scotch tape, thumbtacks or other forms of pointed fasteners to hang pictures, decorations, etc. by the direct attachment to painted wood, plaster walls or ceiling tile is prohibited. The Aquatics and Fitness Coordinator must approve all fasteners.
3. Any group, which employs special decorations in connection with the use of the pool, shall be responsible for the removal of such decorations immediately after the conclusion of the event, unless special arrangements have been cleared with the Aquatics and Fitness Coordinator.